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1975-76

Annual Report

DIRECTOR OF
FINANCE AND RECORDS



DOCUMENTS

SEP 2 1975

RECEIVED

INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market

1 4 5
CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF
DIRECTOR OF FINANCE
AND RECORDS

170 CITY HALL
SAN FRANCISCO, CALIF. 94102
552-4823

August 25, 1976

Honorable Thomas J. Mellon
Chief Administrative Officer
City and County of San Francisco

Subject: 1975-76
Annual Report

Dear Mr. Mellon:

Herewith is submitted our annual report for the fiscal year ended June 30, 1976, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weight and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each Separate report was prepared by the office head concerned.

Very truly yours,

Virgil L. Elliott

VIRGIL L. ELLIOTT
Director of Finance and Records

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JULY - JUNE

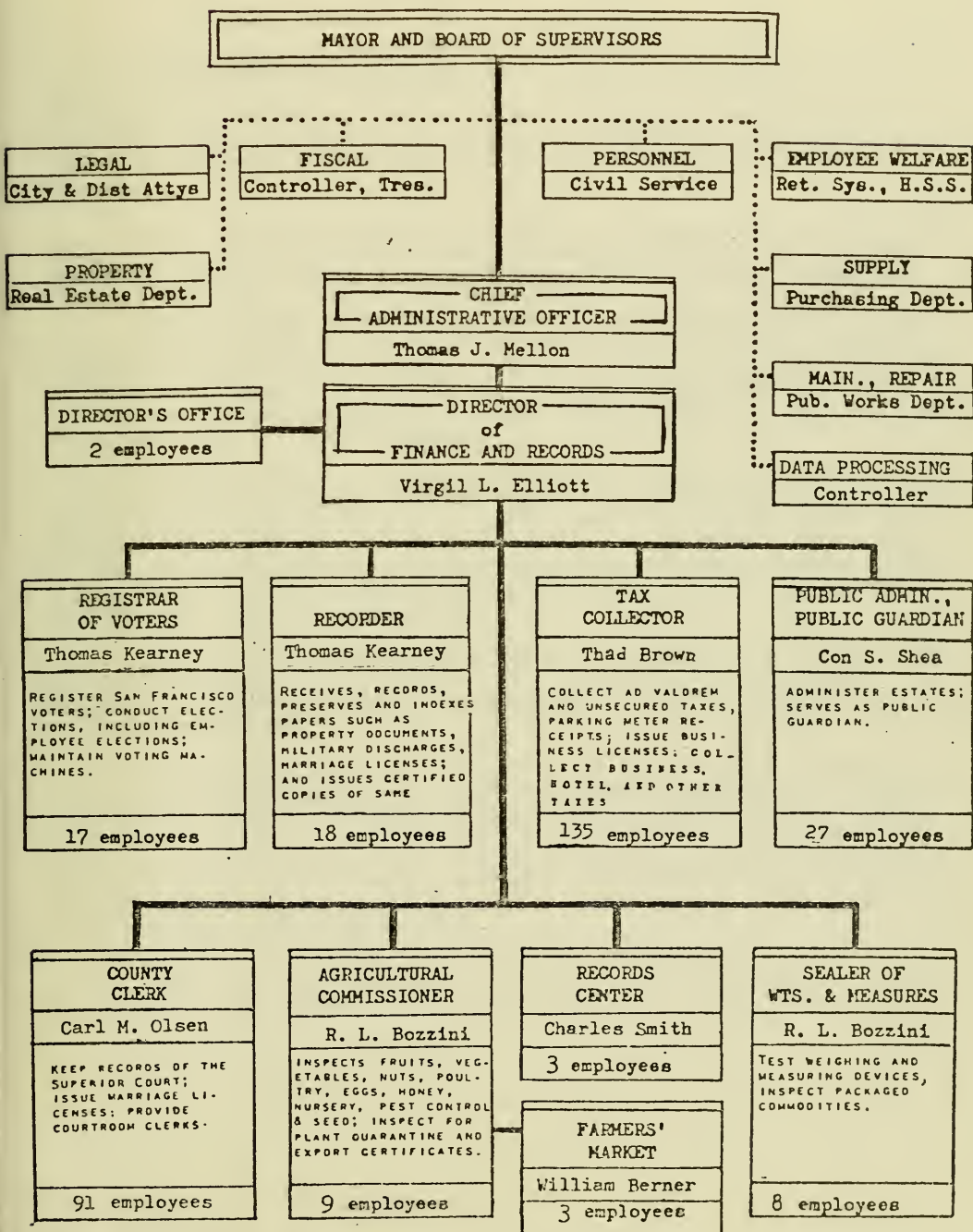
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6-30-76

City and County of San Francisco, California



ANNUAL REPORT

COUNTY CLERK

1975 -- 1976

The County Clerk's Office is the ministerial arm and record-keeper for the Superior Court. There are twenty-six (26) judges on the Superior Court bench. In addition to those duties involving the Court, the County Clerk is also responsible for maintaining records for Corporations, Partnerships, Fictitious Names; Notaries Public and the operation of a Marriage License Bureau.

In addition to the Main Office located on the third floor at City Hall, branch offices are located at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

During this fiscal year, Civil Service examinations were held which resulted in the appointment of Carl M. Olsen to the vacant position of County Clerk and the filling of vacant positions of Courtroom Clerks and Law Clerks. Appointments were also made to four new positions created at the Youth Guidance Center to better serve the Court at that facility.

Budget requests made during this fiscal year will result in the addition of an accountant to supervise our accounts and provide better fiscal control over our operations. Additional personnel has also been authorized to carry out statutory functions mandated by law, such as informing Fictitious Businesses of renewal filing requirements. This function was mandated in 1971, to be effective in 1976 and annually thereafter.

Future improvements will involve indexing of all new civil and probate cases at City Hall. It is also proposed to place Register of Actions entries on computers. These entries are presently done by hand.

The following pages will indicate the detailed operations of the various divisions of the County Clerk's Office. The major category of Civil Actions continues to show increased volume over prior years. This is also reflected in the Trust Fund Revenue which is now in excess of 5½ million dollars. Much of this fiscal increase can be attributed to one case (#657-291) which requires the Union Oil Company of California to make deposits with the County Clerk averaging \$225,000 monthly.

A three (3) year summary follows as well as a detailed breakdown of the various operating divisions of the County Clerk's Office:

3 Year Summary Comparison

1973 - 74 1974 - 75 1975 - 76

Superior Court Proceedings

Civil Actions and Petitions	14,561	15,284	16,313
Probate Petitions	3,603	3,511	3,239
Criminal Actions	2,003	2,065	2,643
Juv.Ptns.No. of Children	1,901	1,820	1,588
Mental Health Petitions	548	934*	1,035
Appeals to Superior Court	543	473	545
Marriage Licenses Issued	5,947	6,251	5,881

*corrected figure

CASHIER'S DIVISION

Revenue from fees totalled \$762,943 out of total fiscal operations involving over \$7,000,000.

County Clerk Fees

1973 - 74 1974 - 75 1975 - 76

Probate Department	\$ 112,742	\$ 128,311	\$ 135,959
General Department	290,502	364,127	429,145
Civil Department	89,941	129,818	183,066*
Marriage License Dept.	35,662	37,506	14,703**
Professional Registrations	374	292	70

Total Office Fees \$ 529,221 \$ 660,054 \$ 762,943

*Includes fees for Clerk's Transcripts

**Does not include Recorder's fees @ \$2.50 and State Vital Statistics fees @ \$1.00 for each license issued.

Fines, Law Library Fees and Collections for Other Departments

Juvenile Court Traffic Fines	\$ 15,499	\$ 12,455	\$ 9,986
Crim.Dept.Fines & Forfeitures	93,743	116,417	61,621
Civil Dept.Fines & Forfeitures	- - -	- - -	34,791
Peace Officers Training Fund	200	1,519	698
Law Library Fees	143,415	148,687	164,637
Sup.Court Reporters' Salary Fund	257,250	264,435	270,794
Judges' Retirement Fund	- - -	- - -	90,523

Total Collections for
Other Departments \$ 510,107 \$ 543,513 \$ 633,050

Total Office Fees and Other
Department Collections

\$1,039,328 \$1,203,567 \$1,395,993

Trust Fund Deposits

Civil Crt. Deposits & Jury Fees	\$2,161,217	\$2,504,721	\$5,656,056
Criminal Bail Deposits			
Cash and Bonds	180,723	122,947	113,703
Total Trust Fund Money Collect.	\$2,341,940	\$2,627,668	\$5,769,759

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
GRAND TOTAL - ALL ACCOUNTS			
(Fees - Collections - Trust)	\$3,381,268	\$3,831,235	\$7,165,752

GENERAL DIVISION

New Civil actions filed during the past fiscal year totalled 16,313 compared with 15,284 in 1974-75. A listing of other types of filings follows:

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Civil Actions	14,561	15,284	16,313
Adoptions	232	207	186
Certificates of Incorporation	1,221	1,177	1,340
Cts. of co-partnership & Fictitious Names	2,669	3,353	4,147
Official and Notarial Bonds	1,421	1,444	1,420
Oaths of Office	523	640	624

The following is a classification by character of Civil Actions filed:

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Personal Injury Cases			
by Motor Vehicles	3,516	3,487	3,469
Others	1,846	2,049	2,027
Dissolution	4,329	4,485	4,406
Annulment	143	125	132
Separate Maintenance	93	83	102
All Other Actions	<u>4,634</u>	<u>5,055</u>	<u>6,177</u>
TOTALS	14,561	15,284	16,313

CIVIL DIVISION

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Disposition of Civil Actions:			
Judgments by Jury on Verdict	326	266	233
Judgments Misc. after Court Hearings	3,878	3,665	3,598
Judgments on Default	68	81	58
Dismissals by Parties	5,182	5,649	5,116
Separate Maintenance Judgments Granted	14	11	12
Annulments of Marriage Granted	163	161	110
Interloc. Decrees of Dissolution	3,560	3,444	3,297
Final Decrees of Dissolution Granted	3,560	3,405	3,191
Transferred to Other Jurisdictions	304	280	246

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Appeals to District and Supreme Courts from Superior Court	294	322	444
Appeals Disposed of:			
Affirmed	61	94	108
Modified	2	1	0
Reversed	29	34	38
Dismissed	136	53	57

PROBATE DIVISION

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Probate Proceedings Filed			
Testate	2,034	1,951	1,834
Intestate	934	964	844
Missing Persons	7	0	1
Guardianship Proceedings Filed			
Minor	127	89	169
Incompetent	189	141	109
Conservator	311	366	366
Letters Issued:			
Testamentary	1,830	1,783	1,726
Administration	701	736	535
Administration with Will Annexed	252	207	194
Special	123	125	94
Guardianship	277	254	293
Conservator	360	380	387

CRIMINAL DIVISION

Headquarters for the Criminal Division is the Hall of Justice where four courts are assigned to try criminal cases. Because of the need to bring these cases to trial promptly, there are presently four additional courts assigned to try criminal cases at the City Hall. This causes problems in transporting daily minutes from City Hall to be entered in the computer at the Hall of Justice. Exhibits must also be transported between the two facilities, an unsatisfactory arrangement at best.

Statistics below are based on Number of Defendants:

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
New Actions Filed	2,225	2,065	2,288
Informations	2,100	1,561	1,995
Indictments	52	81	70
Certified from Municipal Court for Judgment	165	259	158

Criminal Division cont'd.

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Certified from Municipal Court for Hearing on Sexual Psychopathy	4	5	3
Petition for Certificate of Rehabilitation and Pardon	14	19	7
Certified from Municipal Court for hearing on Mental Competency	191	81	20
Certified from Municipal Court to determine Narcotic Addiction	24	9	8
Petition for Writ of Habeas Corpus	31	50	27

Dispositions of Cases

Convicted after pleas of Nolo- Contendere	5	6	20
Convicted after pleas of Guilty	1,879	1,685	1,798
Convicted after Court Trial	336	314	1*
Convicted after Jury Trial	87	74	143
Dismissed	296	349	634
Transferred to Other Jurisdictions	3	3	0
Acquitted after Court Trial	175	0	0
Acquitted after Jury Trial	12	13	15
Sentenced to County Jail	20	21	50
Sentenced to State Prison	336	349	393
Sentenced by Fines	2	0	2
Committed to Youth Authority	51	58	69
Committed as Sexual Psychopaths	5	5	11
Committed as Insane	173	80	67
Probation Granted (including conditional probation)	1,365	1,374	1,224
Certificate of Rehabilitation and Pardon Granted	5	4	10
Committed Re: Narcotic Addiction	226	148	248

*Decrease not actual - reporting corrected

Appeals to State Appellate Court

Pending at beginning of year	203	176	128
Filed during the year	164	151	186

Disposition of Appeals

Affirmed	133	113	87
Reversed	10	9	8
Dismissed	40	33	28
Pending	176	128	188
Modified	8	5	3
Coroner's Transcripts Filed	26	26	0

JUVENILE COURT DIVISION

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Petitions Filed:			
Potitions for Court. of Dependont			
Children	413	450	316
Number of Children	526	548	402
Petitions Filed on Delinquent			
Children	1,901	1,820	1,588
Number of Children	1,901	1,820	1,588
Hearings by Court:			
Detention	20	132	75
Special	657	759	541
Abandonments	47	46	58
Number of Records Sealed	327	289	207
Juvenile Traffic Hearings:			
Moving Violations Only	4,580	4,896	4,571

STATE HOSPITAL COURT DIVISION

This Court meets at 2:00 p.m. each Thursday at San Francisco General Hospital, 2450 - 22nd Street. The Court Clerk is in attendance from 7 a.m. to 5 p.m., Monday through Friday.

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Alleged Mentally Disordered Persons			
Filings	534	892*	984
Conservatorships granted	319	223	180
Post-certified (90 days)	0	0	0
Discharged	651	669	804
Intemperance (No drug petitions):			
Filings	14	42	50
Conservatorships granted	9	27	21
Discharged	5	15	29
Mentally Retarded:			
Filings	0	0	1
Conservatorships granted	0	0	1
Discharged	0	0	0

*corrected figure

APPELLATE DIVISION

The Appellate Department of the Superior Court consists of three judges of the Court who are appointed by the Judicial Council. This division sits each Friday morning to hear civil and criminal appeals from the Municipal Court. Appeals from the Small Claims court are assigned to any of the civil departments of the Superior Court where they are retried from the beginning.

Appellate Division cont'd.

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Civil Appeals from Municipal Court Filed during the Year:	71*	70	29
*Includes 19 Motions to Dismiss			
Disposition of Appeals:			
Affirmed	21	30	25
Reversed	12	9	11
Dismissed	22	12	8
Rehearings Denied	4	6	3
Under Submission or Pending	8	2	2
Abandoned			1
Criminal Appeals from Municipal Court Filed during the Year:	200**	58	114
**Includes 26 Motions to Dismiss			
Disposition of Appeals:			
Affirmed	33	17	28
Reversed	15	3	11
Dismissed	106	46	86
Rehearings Denied	7	0	2
Under Submission or Pending	34	0	27
Abandoned	3	0	4
Appeals from Small Claims Court:	345	362	372
Disposition of Small Claims Appeals:			
Affirmed	256	249	227
Reversed	42	42	49
Dismissed	21	18	15
Under Submission or Pending	15	31	48
Abandoned	11	1	2

LICENSE DIVISION

	<u>1973 - 74</u>	<u>1974 - 75</u>	<u>1975 - 76</u>
Marriage Licenses Issued	5,947	6,251	5,881
Professional Registrations	187	146	34

DEPARTMENT OF WEIGHTS AND MEASURES

1975-1976 ANNUAL REPORT

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

The Sealer is responsible for the administration of County, State and Federal laws which provide protection to the consumer.

This protection is provided through the performance of mandated inspection of package goods to determine if they contain the proper net weight, measure or count and that the label has the identity, responsibility and net quantity information stated properly; through the administration of laws pertaining to the quality of petroleum products, gasoline, diesel, motor oil, brake fluid and anti-freeze; fraudulent advertising and undercover purchases of various products under our jurisdiction; the investigation of weighmaster certificates for accuracy of computations and clarity of information issued by public and private weighmasters.

He directs work obtaining compliance with laws in the systematic inspection of all weighing and measuring devices used commercially in trade within the county such as prescription, truck, railroad, computing scales; taximeters, odometers, gasoline meters, etc; provides weights and measures information and develops management goals and objectives, cooperates in developing and implementing county policy and performs other intercounty functions.

Testing electric submeters is one of the areas we are not covering. We have requested equipment and personnel to perform this function the past several years, but it has always been deleted from the budget. It is estimated that there are over 15,000 of these meters in San Francisco. We have had requests from various firms to perform this service, but are unable to do this testing because of lack of equipment and personnel.

The testing of taximeters with 5th wheel is a very slow process. With over 900 of these meters, we cannot test all of them annually by our present system. We have requested a road simulator in our 1977-78 budget, and it would facilitate this testing program by at least 60%.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, five Inspectors, and one Clerk Typist.

Following is a comparison of various inspection services provided.

WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Railway Track	-	10	5	9
Monorail	179	120	109	249
Counter	922	709	1,221	781
Spring	1,702	402	318	295
Computing	5,042	3,956	3,800	5,120
Platform	777	818	1,398	1,131
Prescription	165	206	119	125
Vehicle	28	125	47	14
Hopper & Tank	36	29	8	43
Dormant	184	226	233	140
<u>WEIGHTS</u>	8,373	4,095	8,952	6,868

MEASURING DEVICES

Retail Gas Pumps	3,660	2,826	5,150	2,110
Grease (Oil) Meters	201	102	225	92
Yardage Meters	89	29	219	20
Vehicle Meters	8	10	14	23
Taximeters	346	575	497	522
Liquid Measures	438	124	153	94
Liquified Gas Meters (LPG)	1	-	9	7
<u>TOTAL MANHOURS IN DEVICE INSPECTION</u>	7,161 $\frac{1}{2}$	7,873	9,022	7,016

QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Lots Rejected	127	115	312	101
Total Lots Inspected	1,959	1,118	1,028	1,259
Packages Rejected	15,877	34,060	41,718	11,436
Total Packages Acted Upon	241,006	290,823	404,445	520,891

QUANTITY CONTROL (Continued)PRELIMINARY AUDIT INSPECTIONS

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Total Audit Inspections	178	565	355	358
Packages Accepted	335,619	325,587	424,099	350,012
Packages Voluntary Off-Sale or Re-pack	3,256	7,224	9,373	8,296
Total Packages Acted Upon	338,875	332,811	429,808	354,935
TOTAL PACKAGE INSPECTED AND AUDITED	579,881	573,817	834,243	875,826

GENERAL QUANTITY CONTROL DATA

Undercover Purchases	1	26	32	2
Violations	264	72	7	1
Inspection Other than P.I.R.'S OR AUDITS	213	162	229	209
Off-Sale Orders Issued	95	93	251	151
Complaints Investigated	59	47	36	38
TOTAL MANHOURS IN QUANTITY CONTROL	1,590½	1,473	1,709	1,924

WEIGHMASTER DIVISION

A Weighmaster is a person who weights, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Inspection	77	90	82	51
Investigations	5	5	2	4
Other Calls	10	1	10	8
Orders to Conform Issued	60	-	-	-
TOTAL MANHOURS IN WEIGHMASTER DIVISION	118	143½	132	133

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Registration Inspection	2	-	5	25
Advertising Signs Corrected	92	8	181	40
Orders to Conform Issued	18	31	126	21
Other Inspection & Enforcement Action	84	84	251	43
TOTAL MANHOURS IN PETROLEUM DIVISION	74	104	306	143

WEIGHTS & MEASURESNo. 3 Comparison of Expenditures other than personal services

	Budget <u>Approp.</u>	Actual <u>Expend.</u>
200 Contractual Services	\$1,303	\$1,057
216 Main. & Repair Auto Equipment	2,000	2,147
300 Materials and Supplies	2,580	2,623
	<u>\$5,883</u>	<u>\$5,827</u>

Transferred \$225.00 from 200 Appropriation to 300 Appropriation.

HELPING YOUR WEIGHTS AND MEASURES OFFICIAL
MEANS HELPING YOURSELF

A cord of wood must equal 128 cubic feet
(4'x4'x8') well stowed and packed.

Gasoline dispensers used in selling to the
public must display a price per gallon.

The indications on a gasoline dispenser must
be returned to zero before each delivery.

Meat, fish and poultry must be sold by weights.

A purchase of freezer meat based on hanging
weight must also include a statement of net
weight, number and type of cuts.

The indicator on scales used for direct sale
must be on zero before the purchase is weighed.

When meat or produce is being weighed at the
time of sale, the scale must be positioned so
the customer can read the weight indications.

By having knowledge of these facts, perhaps
you the consumer, will be better prepared to
protect yourself.

Remember even honest merchants can make errors.

COUNTY DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1975-1976

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The Agricultural Commissioner is responsible for the administration of County, State and Federal laws which provide interrelated protection to the consumer, the environment and the agricultural industry.

This protection is provided through the performance of mandated exclusion, detection, eradication, and management operations for preventing the introduction and spread of injurious insects, animal pests, plant diseases and noxious weeds; through the administration of laws pertaining to pesticides, pesticide use, agricultural pest control operators, pest control advisors, pesticide dealers, growers and others; through the administration of consumer and marketing laws regulating the preparation, packing, shipping and sale of fruits, vegetables, nuts, honey and eggs at the field, packing house, wholesale and retail levels; through maintaining compliance of nurseries and nursery stock for pest cleanliness, proper plant labeling and adherence to grades and standards; and through the implementation of State seed laws.

He directs work obtaining compliance with bee laws including registration and examination of apiaries; certifies sanitary conditions for the exporting of plants and plant products; collects, analyzes, maintains and distributes statistical data necessary for agriculture and agribusiness.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every one-half mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.

San Francisco County has growers of potted plants, cut flowers and truck crops with a total gross value of \$694,250.00 produced on four field acres and under 481,000 square feet of glass house.

Revenue from Two Sources:

Revenue received in 1975-76 from the State, \$3,300.00 to augment the salary of the San Francisco Agricultural Commissioner, \$24,972.02 unclaimed

Agricultural gas tax, Shell egg enforcement \$12,354.90, Pesticide assessment and enforcement \$2,074.36. From Export certification fees, \$4,116.15.

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 100-77 effective May 3, 1977.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances, are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries. This activity is performed in the field by five inspectors, one shift only. Cost - \$6,730.00.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Premises	242	242	239
Shipments Inspected	16,451	11,737	9,169
Plants Inspected	15,004,456	13,049,241	7,036,312
Plants Rejected	1,446	5,353	386
Total Man Hours	1,589	1,306	891

STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements. This activity is performed by five inspectors in the field. One shift - wholesale produce market, 4:00 a.m. - 1:00 p.m. One inspector. Balance - 8:00 a.m. - 5:00 p.m. Cost - F&W \$29,400.00. Eggs \$13,563.00.

<u>Wholesale Produce Market</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Premises	46	46	46
Premises Inspected	11,160	11,655	11,430
Rejection Tags	695	491	464
Packages Rejected	45,257	37,800	36,140
Packages Inspected	8,439,130	7,742,785	7,847,090

<u>Retail Stores</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Premises	2,095	2,090	2,093
Premises Inspected	1,353	2,006	2,219
Rejection Tags	123	324	242
Packages Rejected	1,264	2,316	1,336
Packages Inspected	121,793	321,950	193,308

Farmers' Market

Number of Premises	45	45	45
Premises Inspected	11,520	11,485	11,520
Rejection Tags	16	12	11
Packages Rejected	219	1,349	3,190
Packages Inspected	178,681	178,631	156,485

Total Man Hours - All Produce Inspection	5,030	5,283	3,784
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Wholesale Eggs

Number of Premises	9	9	12
Premises Inspected	89	155	162
Dozens Rejected	14,559	32,258	37,955½
Dozens Inspected	311,046½	201,995	252,079

Retail Eggs

Number of Premises	2,100	2,103	2,105
Premises Inspected	1,484	2,228	2,346
Dozens Rejected	13,909¾	26,112	22,391½
Dozens Inspected	215,106¼	295,088	310,277

Total Man Hours - Wholesale & Retail Egg Inspection	1,305½	2,466	2,070
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Honey

Number of Premises	2,135	2,140	2,142
Premises Inspected	1,041	1,337	2,020
Packages Rejected	364½	937	904
Packages Inspected	71,801	91,508	143,354

Total Man Hours - Honey	189½	349	765
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TOTAL MAN HOURS FOR ALL STANDARDIZATION	6,525	7,749	6,619
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NURSERIES INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name. This activity is performed in the field by five inspectors. One shift only. Cost \$1,800.00

<u>Nurseries</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Nurseries	140	163	156
Premises Inspected	169	218	178
Total Man Hours	214½	494	277½

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination. This activity is performed in the field by five inspectors. One shift only. Cost - \$277.00.

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Premises	110	112	105
Premises Inspected	45	61	49
Total Man Hours	46½	49	41½

EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work. This is performed by one inspector in the field. Cost - \$3,525.00.

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Certificates Issued	1,000	851	960
Packages Inspected	208,227	168,562	158,703

DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Disposal Orders Issued	1,119	757	619
Number of Packages	22,784	19,209	12,255

PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under the direction of the Agricultural Commissioner. This activity is performed by five inspectors in the field. One shift only. Cost - \$4,501.00.

	<u>1974-74</u>	<u>1974-75</u>	<u>1975-76</u>
Number of Fruit Fly Traps	31	23	30
Number of Japanese Beetle Traps	25	22	26
Number of Gypsy Moth Traps	29	31	30
Residential Grid Detection Points	366	468	151
Registered Pest Control Operators	19	22	29
Permits Issued for Use of Restricted Materials	30	30	32
Total Man Hours	805	733	678

RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

1975 - 1976

DEPARTMENT OF AGRICULTURE

No. 3 Comparison of Expenditures - Other than Personal Services

	<u>Budget</u> <u>Appron.</u>	<u>Actual</u> <u>Expend.</u>
200 Contractual Services	\$2,316	\$2,594
203 Use of Employees' Cars	2,500	2,259
300 Material & Supplies	500	474
400 Equipment	<u>200</u>	<u>0</u>
Total	\$5,516	\$5,327

No. 4 Comparison of Revenues

	<u>Budget</u> <u>Estimates</u>	<u>Actual</u> <u>Revenue</u>
7281 Agricultural Inspection Fees	\$ 5,000	\$ 4,116.15
7282 Agricultural Miscellaneous Insp. Fees .	9,700	14,329.26
7283 Commissioner's Salary	3,300	3,300.00
6251 Unclaimed Gas Tax Agricultural	<u>23,000</u>	<u>24,972.02</u>
Total	\$41,000	\$46,717.43

Transferred \$225 from Appropriation 5.211.203.000 to 200 Appropriation.

SAN FRANCISCO FARMERS' MARKET

Annual Report

1975-76

The San Francisco Farmers' Market opened on August 12, 1943, during the wartime as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the Farmers' Union. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1976 \$462,178.95 had been repaid to the City. This is \$203,501.90 in excess of the cost of the land and capital improvements at the Market, which amounted to \$258,677.05.

The Market fees were revised effective July 1, 1976

Sales at the Market are promoted through news releases to newspapers, radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners throughout California.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 a.m. to 6:00 p.m.

The Farmers' Market celebrated its 32nd Anniversary on August 16, 1975. Mayor Joseph Alioto proclaimed the week of August 11th through 16th as "Farmers' Market 32nd Anniversary Week."

The breakdown below summarized the Farmers' Market Capital Expenditures Program as of June 30, 1976. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES:

Land	\$ 53,032.15
Improvements	<u>205,644.90</u>
Total	\$ 258,677.05

COMPARISON SUMMARY:

The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th 1976.

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	\$ 16,006.50	4,101.40	11,905.02	-	-
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-65	36,058.00	23,156.33	12,901.67	17,898	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931
1972-73	60,373.75	34,502.79	25,870.96	21,398	4,656
1973-74	58,769.50	35,915.85	22,853.65	20,884	4,472
1974-75	55,877.75	32,681.02	23,196.73	19,566	4,468
1975-76	53,771.25	48,177.73	5,593.52	18,966	4,266
\$	1,165,542.06	703,363.11	462,178.95	555,969	181,819

* Records are incomplete for this fiscal year, 1946-47.

** Market was closed from February to July, 1951, due to construction of new stalls.

*** Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.

FARMERS' MARKET

3. Comparison of Expenditures
Other than Personal Services

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
200 Contractual Services	2779.	2788.17
300 Materials & Supplies	800.	798.59
400 Equipment	0	0
800 Fixed Charges	3605.	3601.00

4. Comparison of Revenues
With Budget Estimates

	<u>Budget Estimate</u>	<u>Actual Revenue</u>
7284 Farmers' Market Fees	60,000.	53,771.25

RECOMMENDATIONS FOR THE FARMERS' MARKET

The following maintenance projects are necessary for the proper upkeep of the Farmers' Market.

Urgently Needed:

1. Post Holes and the use of removable 4-inch posts at each end of the main drive needed to maintain control of traffic when necessary to close the area. Posts would be set up to prevent motorists from using main drive when it is closed on Sundays, Mondays and holidays.
2. Security when Market is closed: Floodlights on lighting poles at ends of Market would effectively aid in keeping Market secure at night. Uniform wooden sliding doors to enclose rear of each stall would aid in preventing pilferage when Market is closed.
3. Rechannellization of traffic lanes at exit to Market at Alemany and Crescent to permit 2 left-turn lanes and easier egress from the Market.
4. There are 5 catch basins in the Market. All need cleaning and are collecting debris and give offensive odor.

RECORDER

1975-76 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

In January 1973 this office discontinued handwritten indexing and converted to EDP and a "single book" system. Instead of separate books for Grantors and Grantees, all parties are now listed alphabetically in a one book system. At the end of the year the index is transferred to microfiche, thus eliminating binding and storage of 32 large volumes. We will also merge successive years on microfiche so as to produce a single alphabetical listing for at least five years resulting in substantial savings in the storage space and elimination of bookbinding costs. This new system has proven highly satisfactory and is well received by the public.

On September 12, 1975 the Real Property Transfer Tax was increased from \$1.10 per \$1,000.00 to \$5.00 per \$1,000.00.

<u>RECEIPTS</u>	<u>1974-75</u>	<u>1975-76</u>
Recording fees	\$ 284,882.	\$ 352,873.
Copy Fees	21,011.	21,707.
Marriage certificate recording fees	36,906.	35,280.
Real Property Transfer Tax	<u>726,161.</u>	<u>3,953,134.</u>
	\$1,068,960.	\$4,341,287.
<u>EXPENDITURES</u>		
Salaries	\$ 208,813.	\$ 180,632.
Other	13,337.	12,173.
Equipment	<u>3,418.</u>	<u>Ø</u>
Excess, Receipts over Expenditures	\$ 843,392.	\$4,148,582

We continue to provide "free" or "official" recordings, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State, City or other political subdivision recordings which service is required by State law to be performed without fees.

Documents Filed and Recorded

The following are the principal classifications of the 103,668 documents filed and recorded during 1975-76. For comparative purposes, the list for the preceding fiscal year is included.

	<u>1974-75</u>	<u>1975-76</u>
Abstract of Judgments	3,530	3,415
Affidavits of Death	1,512	1,548
Agreements	384	453
Decrees	2,222	2,268
Deeds	14,885	18,544
Deeds of Trust and Mortgages	14,672	19,734
Military Discharges	227	199
Uniform Comm. Code Filings	6,496	7,016
Notice of Default	1,204	1,021
Reconveyances	12,715	17,362
Tax Liens - Federal	1,677	1,676
Miscellaneous	<u>25,567</u>	<u>30,432</u>
	85,091	103,668

Comparison of Expenditures Other than Personal Services

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
200 Contractual Services	\$ 6,788.	\$ 6,325.
300 Materials & Supplies	5,950.	5,848.
400 Equipment	Ø	Ø
800 Dues	75.	75.

Comparison of Revenues With Budget Estimates

	<u>Estimates</u>	<u>Revenue</u>
2300 Transfer Tax	\$2,500,000.	\$3,953,134.
7015 Recording Fees	260,000.	352,873.
7014 Marriage Certificate Recording Fees	16,000.	14,700.
7071 Misc. Copy Fees	20,000.	21,707.

1975 - 76

The Registrar of Voters is responsible for the registration of voters and the conducting of elections, through the assistance of the Chief Deputy Registrar and staff. He works with other City and County officials and agencies, State and Federal organizations, political parties, and other groups etc., to accomplish this responsibility.

The office is operated with a permanent staff of twenty-one employees plus temporary employees during the election period and for special tasks. The Registrar of Voters and the Chief Deputy Registrar work through the small central office group and control operations through supervisors of the three operating bureaus - Election Division, Recruitment and Property Contract section, and the Voting Machine Warehouse and Operations Division.

In 1974, the San Francisco Campaign Contribution and Expenditure Control Ordinance became effective. On January 7, 1975, the Political Reform Act of 1974 became operative, supplanting major portions of the Waxman-Dymally Campaign Statement Act and the Moscone disclosure of Assets Act. These pieces of legislation have increased our filing, indexing, and servicing enormously, especially as San Francisco is, by State law, the repository in Northern California of campaign statements. This has increased the work load of this office significantly, and additional employments will be requested to perform these additional duties.

COMPARISON, ELECTION COSTS PER VOTER
AND PER VOTE CAST

	<u>Reg. Voters</u>	<u>Votes Cast</u>	<u>Expend- itures</u>	<u>Cost per Reg.Voter</u>	<u>Cost per Vote Cast</u>
11-3-70 - State Gen'l (Gov.)	372,032	262,398	681,615	1.83	2.60
11-2-71 - Muni. (Mayor)	340,414	253,227	720,000	2.12	2.78
6-6-72 - State Primary(Pres.)	368,357	234,840	660,717	1.80	2.81
11-7-72 - State Gen'l(Pres.)	426,338	317,717	872,820	2.05	2.75
11-6-73 - Municipal	337,065	202,237	656,034	1.94	3.24
6-4-74 - State Primary(Gov.)	350,380	198,508	581,766	1.66	2.91
11-5-74 - State Gen'l(Gov.)	369,005	228,586	792,098	2.14	3.04
11-4-75 - Municipal(Mayor)	296,505	215,559			
12-11-75- Muni.(Mayor Run-off)	302,344	200,804			
5-11-76 - Spec.Elec. ^{(6th.Dis.} State Sen.)	103,644	36,321			
6-8-76 - State Primary(Pres.)	311,254	208,884	2,086,453	2.58	3.15

Although San Francisco pioneered in the use of voting machines, having first used them to replace paper ballots in 1905, it became evident that the present equipment, most of which was acquired more than 40 years ago, should be replaced or another system of voting adopted, but the Voting Device Committee recommended retention of our present system, to be supplemented by paper ballots should the capacity of the machine be exceeded in future elections.

Comparison of Expenditures
other than Personal Services

	Budget Approp.	Suppl.	Actual Expend.
200 Contractual Services	**494,710.	349,276.	564,741.
203 Allowance for use of employees car	2,400.		2,107.
300 Materials & Supplies	6,435	500.	7,119.
400 Equipment	900		-0-
800 Fixed Charges	64,722.		56,514.
815 Insurance on Voting Machines	1,703.		2,470.
** \$224,050. trsf. to Personal Services			

Comparison of Revenues
with Budget Estimates

	Budget Estimates	Actual Revenue
6171 State Candidates Fees	-	-
7036 County Candidates Fees	6,000.	27,723.
7037 Miscellaneous	9,000.	28,121.

5-Year Workload Comparison	1971-72	1972-73	1973-74	1974-75	1975-76
Regular Elections(Number)	2	1	2	1	4
Reg. Affidavits(Processed)	175,591	114,997	75,551	60,318	111,263
Sample Ballots Mailed	709,769	426,338	687,445	375,764	1,019,365
Absentee Ballots-Requested	15,102	22,106	19,960	11,704	39,241
Absentee Vote(Paper) (Paper)	13,280	20,585	18,119	10,578	37,104
Absentee Vote(Machine)	10,231	6,800	7,419	3,971	13,018
Precincts Used	1,957	912	1,830	1,352	3,162
Voting Machines Used	3,198	1,657	3,315	1,426	3,653
Voting Machines Loan/Lease	180	241	76	142	58
Precinct Vote(Machines)	491,880	290,332	389,346	214,037	616,368
Total Votes Cast	515,391	317,717	400,745	228,586	661,501
Employee Group Elections (Ballots)	13,060	10,070	10,712	10,551	45,365

Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estate of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estates upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

Personnel and Related Problems

On June 30, 1976, there were 2,173 pending Public Administrator probate cases - the maximum number of open cases should be less than 800. The basic cause for this problem is a shortage of personnel. Reference to this situation has been made in prior reports and our efforts to keep the staffing at the proper level have been unsuccessful. A daily attendance graph shows that the clerical staffing is still below 80% of the budget allowance. An additional problem is that the present working staff is inexperienced in the details involved in probating estates. This, in turn, causes an additional workload for the Administrator and attorneys.

Until such time as the Public Administrator-Public Guardian Office is adequately staffed, it will be impossible to clear up the case backlog and to process the current cases within a reasonable time.

An audit or a systems personnel review should be initiated so that necessary adjustments can be made to permit this office to function for the best interests of the heirs, creditors, wards, and the City and County of San Francisco.

Investigation of Cases

Approximately 40% of the cases investigated are administered by the Public Administrator's Office. The remaining 60% either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

Five-Year Workload Comparison

	1972-73	1973-74	1974-75	1975-76	1976-77
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates Investigated	1,281	1,269	1,164	939	1,000
New Estates Opened	458	436	394	360	375
Final Accounts Filed	186	267	192	181	175
Discharges Filed	283	627	310	388	400
Open Estates (End of Year)	2,626	2,435	2,519	2,173	2,150
Permanent Positions	16	16	16	15	15
Revenue from Fees	\$294,508	\$228,425	\$263,926	\$257,962	\$225,000
Operating Expenses	237,506	248,073	270,600	264,820	294,000
Net Revenue	57,002	[19,600]	[6,700]	[6,858]	[69,000]

Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel, that if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator.

The public, of course, is not aware of this, and the constant problems of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff.

Twelve-Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1964-65	\$154,996	\$193,442	\$ 38,446
1965-66	166,276	192,645	26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	[25,592]
1971-72	242,700	181,500	[61,200]
1972-73	237,506	294,508	57,002
1973-74	248,073	228,425	[19,600]
1974-75	270,608	263,926	[6,700]
1975-76	264,820	257,962	[6,858]

Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex-officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code, or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for sixteen years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the

payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

Cases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

Workload Comparison

	1972-73 Actual	1973-74 Actual	1974-75 Actual	1975-76 Actual	1976-77 Estimated
Applications					
Investigated	1,377	1,185	1,351	994	900
Total Wards as of June 30	437	424	409	376	375
New Wards during Year	74	66	71	30	40
Guardianships Terminated	90	79	86	63	40
Expenditures	\$182,297	\$179,600	\$193,320	\$220,894	\$244,802
Benefits to County	\$1,715,000	\$1,530,000	\$1,527,000	\$2,183,600	\$2,200,000
Revenues from Fees	\$93,274	\$87,900	\$94,130	\$91,575	\$90,000

Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the Judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$91,575.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

Present and Anticipated Requirements

The immediate problem in the office is the lack of adequate clerical staff to handle the current caseload and reduce the case backlog. The present clerical staff is inadequate for two reasons: (1) It is untrained and inexperienced. (Retirements and turnover are responsible for this situation.); (2) Due to sickness and absenteeism only 80% of budgeted clerical staff has been available. It is not recommended at this time that more clerical staff be added since on a long range basis the problem may solve itself as outlined in the next paragraph.

If present trends continue it is anticipated that the workload will stabilize within three to five years so that intake of estates will balance with closed estates on a current basis. Over the last few years there have been changes in the California Probate Code which will affect both the volume of cases and the

fees of the Administrator and his attorneys. The following are some of the changes:

- (1) Summary proceedings (Probate Code No. 1143-1144) are now available in estates valued to \$5,000.00 whereas fifteen years ago the value was limited to estates valued to \$300.00. Only one fee is collected in these estates whereas formerly two fees were received when they were administered as regular probates.
- (2) Certain heirs may collect personal property of the decedent upon affidavit without any proceedings. Some years ago the maximum value of the property so collected was \$1,000.00. The present code section (Probate Code No. 630) allows collection to a value of \$10,000.00.
- (3) The Public Administrator's priority to act over certain non-resident relatives and legatees is also being gradually eroded so that each year there are less cases in which he has a priority.

If these changes do reduce the intake of decedent's estates and the guardianship estates remain stable an equilibrium could be reached with the present staff in three to five years.

New Procedures and Forms

As pointed out in former reports there has been an on-going program to revamp all procedures and all forms in the office. The major change effected during this year was a basic change in the "Register of the Public Administrator" (a public record required by Probate Code No. 1151). This formerly was a bound book of cumbersome proportions requiring a budget expense of \$500.00 per year. A more streamlined form on 11 x 12 ledger cards has been substituted and should require an expense of \$68.00 per annum.

Since the position of "Estate Tax Secretary" has been deleted from the budget a completely new system of keeping records of the various income tax obligations of the wards, decedents and their estates is being formulated.

Forms have also been introduced to comply with the new summary proceedings under Probate Code No. 1143 (b).

COMPARISON OF EXPENDITURES WITH APPROPRIATIONS
1975-76

<u>Appropriation</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Under/(Over) Expended</u>
110 Permanent Salaries	372,182.00	346,236.10	25,945.90
111 Overtime	400.00	-0-	400.00
120 Temporary Salaries	500.00	-0-	500.00
200 Contractual Services	15,883.00	14,708.01	1,174.99
216 Maintenance of Auto	2,200.00	1,795.41	404.59
300 Materials and Supplies	5,418.00	4,360.83	1,057.17
400 Equipment	4,992.00	4,962.91	29.09
800 Fixed Charges - Rent	34,250.00	34,249.16	.84
800 Fixed Charges - Retirement	60,439.00	56,191.37	4,247.63
800 Fixed Charges - Social Security	18,978.00	16,431.98	2,546.02
800 Fixed Charges - Health Service	7,413.00	6,779.31	633.69
TOTAL BUDGET	<u>522,655.00</u>	<u>485,715.08</u>	<u>36,939.92</u>

COMPARISON OF REVENUES WITH BUDGET ESTIMATES
1975-76

	<u>Budget</u>	<u>Actual Receipts</u>	<u>Under/(Over)</u>
Fees and Commissions	<u>350,000.00</u>	<u>349,537.97</u>	<u>462.03</u>

Comments: The under-expended portion of the appropriations was primarily caused by difficulties in replacing personnel.

	Total	P.A.	P.G.	Pro Ratio Basis
110 Permanent Salaries	346,236.10	190,294.23	155,941.87	54.9%/45.1%
111 Overtime	-0-	-0-	-0-	
120 Temporary Salaries	-0-	-0-	-0-	
200 Contractual Services	14,708.01	7,966.40	6,741.61	54.2%/45.8%
216 Maintenance of Auto	1,795.41	921.19	874.22	
300 Materials and Supplies	4,360.83	2,440.65	1,920.18	56%/44%
400 Equipment	4,962.91	2,481.46	2,481.45	50%/50%
800 Fixed Charges - Rent	34,249.16	17,124.58	17,124.58	50%/50%
800 Fixed Charges - Retirement	56,191.37	30,849.06	25,342.31	54.9%/45.1%
800 Fixed Charges - Social Security	16,431.98	9,021.16	7,410.82	54.9%/45.1%
800 Fixed Charges - Health Service	6,779.31	3,721.84	3,057.47	54.9%/45.1%
TOTAL	485,715.08	264,820.57	220,894.51	

APPROPRIATIONS 1976-77

110 Permanent Salaries	393,715.00	216,150.00	177,565.00	54.9%/45.1%
200 Contractual Services	13,403.00	7,264.00	6,139.00	54.2%/45.8%
216 Maintenance of Auto	1,000.00	500.00	500.00	50%/50%
300 Materials and Supplies	5,649.00	3,163.00	2,486.00	56%/44%
800 Fixed Charges - Rent	34,250.00	17,125.00	17,125.00	50%/50%
800 Fixed Charges - Retirement	63,935.00	35,100.00	28,835.00	54.9%/45.1%
800 Fixed Charges - Social Security	19,083.00	10,477.00	8,606.00	54.9%/45.1%
800 Fixed Charges - Health Service	7,862.00	4,316.00	3,546.00	54.9%/45.1%
TOTAL	538,897.00	294,095.00	244,802.00	

1975-76

The Records Center was established by Board of Supervisor's Ordinance No. 7070 in 1951 to store, manage and safeguard the City's records, and to act as a service agency to City departments at no cost to the departments. It is operated by the Superintendent of Records, two general clerks and two temporary general clerks.

Statistics regarding records in storage and references for fiscal year 1975-76 follow:

References to Stored Records

<u>Type</u>	<u>Number</u>	<u>% Per Cu. Ft. of Storage</u>
Retrieving records from storage for:		
Visitor's perusal	1,020	2.86
Giving information over telephone ..	2,025	5.68
Delivery to and from City Hall	14,256	39.96
Interfiling loose documents	<u>13,463</u>	<u>37.76</u>
Totals	30,764	86.26

The accepted standard ratio of references to cubic feet of stored material in a records center is no more than one to four. The San Francisco City and County Records Center's ratio is four to five. This is because the County Clerk's office stores its overflow records here because of lack of space in that office.

Because the present premises of the Records Center are very poorly maintained and thoroughly inadequate, it is hoped that during the ensuing fiscal year we will be able to relocate to more suitable quarters.

Following is a comparison of 1975-76 expenditures for all appropriations (except personal services) with budget appropriations:

<u>OE</u>	<u>Appropriations</u>	<u>Expenditures</u>
201 Local Fares	\$ 136.00	\$ 129.00
202 Freight (incl. Scavenger Service of \$97.00)	400.00	208.00
218 Maintenance - Office Equip. .	25.00	--
224 Reproduction	40.00	118.19
232 Telephone	400.00	436.08
269 Other Professional Serv.	350.00	348.47
375 Materials and Supplies	450.00	134.24
800 Rent	16,600.00	32,640.00
854 Dues	<u>27.00</u>	<u>27.00</u>
Totals	\$18,428.00	\$34,040.98

RECORDS IN STORAGE AS OF JUNE 30, 1976

<u>DEPARTMENT</u>	<u>PAPER RECORDS (CUBIC FEET)</u>	<u>1975-76 REFERENCES</u>
ADULT PROBATION	833	6,514
ASSESSOR	353	648
BOARD OF SUPERVISORS	741	103
ASSESSMENT APPEALS BD.	111	4
CHIEF ADMINISTRATIVE OFF.	8	--
CITY ATTORNEY	492	13
CITY PLANNING COMM.	271	178
CIVIL SERVICE COMM.	1,418	225
CONTROLLER	4,541	275
DISTRICT ATTORNEY	26	--
FAIR EMPLOYMENT	4	--
FINANCE AND RECORDS, DEPT. OF:		
COUNTY CLERK	12,530	19,410
RECORDER	237	--
REGISTRAR OF VOTERS	14	--
PUBLIC ADMINISTRATOR	564	72
TAX COLLECTOR	383	4
WEIGHTS AND MEASURES	4	--
MAYOR	12	--
MUNICIPAL COURT	2,765	2,020
PERMIT APPEALS, BD. OF	58	2
PUBLIC DEFENDER	93	486
PUBLIC HEALTH, DEPT. OF:		
CHILD PSYCHIATRIC CLINIC	236	17
CITY CLINIC	359	40
CRIPPLED CHILDREN'S SERVS.	127	156
LAGUNA HONDA HOSPITAL	379	13
S.F. GENERAL HOSPITAL	2,945	271
OTHER HEALTH SERVS.	402	2
PUBLIC UTILITIES COMM.		
GENERAL OFFICE	125	--
HETCH HETCHY	317	24
MUNICIPAL RAILWAY	31	1
WATER DEPT.	75	--
PUBLIC WORKS, DEPT. OF		
ARMY STREET OFFICE	409	--
BUREAU OF ARCHITECTURE	166	8
BUREAU OF BLDG. INSP.	46	45
ENGINEERING OFFICE	189	--
SEWER REPAIR DIV.	3	--
PURCHASING DEPT.	1,878	154
REPRODUCTION BUREAU	8	--
REAL ESTATE DEPT.	105	--
RETIREMENT SYSTEM BD.	108	--
SHERIFF	691	18
SOCIAL SERVICES	1,240	61
YOUTH GUIDANCE	354	--
TOTALS	<u>35,651</u>	<u>30,764</u>

RECORDS PRESERVATION OFFICER

1975-76

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

The three recommended methods for preserving essential records are:

MICROFILM -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

DISPERSAL -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

OFFICE VAULT -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels.

TAX COLLECTOR
1975-1976 ANNUAL REPORT

The Tax Collector has the responsibility of administering the collection of all taxes, licenses and other fees and delinquent revenues due the City and County. His work must be coordinated with other City and County officials and agencies, State authorities, the Board of Supervisors and other tax administrators and policy bodies.

The office of the Tax Collector consists of seven operating divisions; these are: Real Estate, License, Business Taxes (including Payroll Expense, Gross Receipts, Utility Users, Parking and Stadium Operator Taxes), Investigation, Parking Meter, Cashiering and Delinquent Revenue. More detailed description of the functions of each division is in the body of this report. Total permanent staff is 136 employees assisted by five CETA positions. All seven divisions are revenue producing and depend upon the initiative and dedication of their employees to bring in maximum income to the City and County of San Francisco. During the fiscal year 1975-1976 we collected a total of \$447,312,440.60 plus another \$733,484.44 that was collected by other jurisdictions and transmitted to be credited to this office. This was an increase of \$51,384,445.55 over fiscal year 1974-1975.

Personnel, Administration, Efficiency and Planning

The past fiscal year showed no major changes in key staff positions. Clerical positions were adversely affected due to the current freeze on replacement requisitions. To combat the increasing workload of this office, which takes place without additional staff, whenever possible, manual operations are being automated. The License Division was analyzed and substantial data processing changes are in progress. Major revisions in the data processing systems of the Business Taxes and Real Estate Divisions were also made. Mechanical, instead of manual, posting of unsecured property tax payments is in the formative stage.

In a continuing study and updating of office procedures, forms and reports, we have made several changes and are contemplating others. Cost control reporting has been expanded to include forecasting of expenditure levels, seasonal variations, and other mandatory requirements as they relate to temporary salaries, contractual services and material and supplies. We have also embarked upon a training program which will make employees adaptable to work in any division during seasonal peak workloads when they occur. Hopefully, this program will be greatly expanded during the next fiscal year. Centralization of many functions that are now performed by separately each division will be instituted in many instances. However, the holding up of requisitions and the deletion of four clerical positions from our budget may cause a delay in implementing the changes mentioned above in addition to creating a negative impact on our ability to produce maximum revenue. The shortsightedness of this policy should be self evident to all who are concerned about efficiency and revenue.

A second attorney is desperately needed in our Legal Division to assist in handling the additional workload brought about by the imposition of additional delinquent accounts that need legal processing in anticipation of judicial review. There are many important claims that cannot now be effectively pursued because our one attorney simply is not able to handle the present caseload. The additional revenues produced by a second attorney would by far exceed the additional expenses involved.

We intend to present to the Mayor and Board of Supervisors some of the gross problems faced by the Delinquent Revenue Division which are caused by other departments taking on new responsibilities and ultimately submitting billings to our office for collection after they become delinquent. For instance, this office has had to assume the responsibility of collecting over 5,000 sewer service charge accounts and recently has been asked by the Department of Social Services to collect monies which have not been repaid by recipients of their emergency revolving fund. These are just two of the many instances that have occurred over the years which generated additional responsibilities for the Division of Delinquent Revenue without any additional staff being supplied to perform the work needed to collect these revenues. As a result, we are not able to process as many cases as we otherwise should, thereby losing money for the City.

Our major objective for fiscal 1976-1977 is to reduce the time required to deposit secured tax payments received by December 10th and April 10th in order for the fund to draw maximum interest. A study of some other California counties that presently deposit their collections rapidly has been completed. A recommendation will soon be forwarded to the Mayor and Board of Supervisors outlining how this objective may be accomplished pinpointing the benefits derived and how additional interest revenue will accrue to the City and County.

List of Collections

The following is a table of collections for the various divisions for 1975-76 as compared with 1974-75:

	<u>1974-1975</u>	<u>1975-1976</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$270,802,228.15	\$303,073,571.97
Unsec. Personal Prop. Taxes	30,851,260.01	35,901,024.13
Uniform Sales & Purchase Tax	37,926,919.75	40,123,966.73
Parking Meters	2,421,621.08	2,319,760.38
Delinquent Revenue	1,165,010.14	1,114,159.05
Licenses	9,234,473.88	10,542,870.57
Business Taxes	43,553,802.87	51,427,364.21
Miscellaneous	122,650.35	183,411.53
Tax Redemption	3,352,404.36	3,359,796.47
Total:	\$399,430,370.59	\$448,045,925.04
	=====	=====

Real Estate Division:

Service to the public continues at a higher level with the assistance of three viewers and one IBM printer. We are able to respond to questions regarding the payment of taxes, locations of property assessed values and addresses where the tax bills are being sent.

Many lending agencies and real estate firms, as well as the general public are continually calling and requesting information regarding the above questions including change of ownership of property, etc.

There is a general increase in the workload of this division due to several departments referring their delinquent accounts to the Board of Supervisors for ordinances turning them into Special Assessments. These include Health Department (refuse collection charges) Public Utilities (water service) Public Works (sidewalk repair and demolition charges and also underground electrical charges).

We further are given a substantial number of accounts from the Assessor's Office - including escaped assessments, including removal of home owners and/or veterans' exemptions.

Due to the severe inflation of real estate prices the Tax Appeals Board has been inundated with appeals. They have granted several thousand reductions resulting in corrections to the role and substantially higher than normal load of overpayments. This in turn has caused a tremendous increase in the workload in this division, i.e. checking the viewer to determine who made payment and certifying this information to the Controller for refunds of over-payments.

During the correction of the second installment of taxes the Board of Supervisors questioned the fact that mail was not being processed fast enough. This was primarily due to cutback of help from previous years.

In turn, the Controller provided this office with several people to open the mail and expedite the deposit of funds on hand. Since this occurrence we have investigated methods of increasing efficiency and expediting the processing of bills and checks so that the City and County can realize a greater return of interest on these monies.

One of the methods being adopted is a new program in Electronic Data Processing whereby they will be able to accept a tape payment from cortac agencies. This will result in immediate deposit of funds and reconciliation of payments electronically. Further, we are entertaining the idea of a larger work force for a short period of time and perhaps a swing-shift to expedite opening of ordinary single envelopes for faster processing. We are hopeful the crash program will enable us to open and process the entire peak-load in a matter of three to four days.

San Francisco's rate of real estate tax delinquencies continues to be one of the lowest in the major counties in the State of California. The following tax table shows delinquencies for 1975-1976 compared with 1974-1975:

	Real Property Taxes	Unsecured Property Taxes
Amount delinquent 6/30/76	\$3,708,582.09	\$1,254,786.17
Amount delinquent 6/30/75	\$2,963,262.84	\$ 954,869.22
Per Cent delinquent 6/30/76	1.214%	3.372%
Per Cent Delinquent 6/30/75	1.08 %	3.02 %

The Tax Redemption Bureau after the initiation of the computerized accounting procedures, continues to eliminate and corrects bugs created by the new program. Constant updating, deletion and additions to the program are being done to at least insure the correctness of the information produced by the program and in compliance with the California Property Tax Laws.

Fiscal Years	Taxes	Del. Penalty	Cost/Redemp. Fee	Red Penalty	Total
47-48	\$ 9	\$	\$ 2	\$	\$ 11
48-49	19				19
49-50	18				18
50-51	20				20
52-53	9				9
53-54	30				30
65-66	307	18	9	923	1,257
66-67	2,830	170	51	5,705	8,756
67-68	16,705	1,002	112	22,862	40,681
68-69	25,809	1,548	173	18,037	45,567
69-70	53,881	3,232	325	35,076	92,514
70-71	117,999	7,079	562	76,656	202,296
71-72	180,661	10,823	622	45,825	237,931
72-73	191,560	11,492	1,063	40,180	244,295
73-74	322,119	19,351	1,652	41,789	384,911
74-75	1,558,488	93,497	7,777	53,146	1,712,909
	<u>\$2,470,464</u>	<u>\$148,212</u>	<u>\$12,348</u>	<u>\$340,199</u>	<u>\$2,971,223</u>

Collections by Months:

	Taxes	Del. Penalty	Cost & Redemption Fee	Red Penalty	Total
June 76	\$ 151,658	\$ 9,098	\$ 800	\$ 53,318	\$ 214,874
May 76	122,775	7,392	509	30,233	160,909
April 76	203,162	12,188	706	43,243	259,299
March 76	155,782	9,339	715	30,756	196,592
February 76	88,342	5,299	499	14,351	108,491
January 76	125,825	7,549	566	13,397	147,337
December 75	346,914	20,798	1,216	44,557	413,485
November 75	160,995	9,658	1,013	16,230	187,896
October 75	246,647	14,797	1,417	28,447	291,308
September 75	252,575	15,152	1,759	18,032	287,518
August 75	359,596	21,573	1,591	30,462	413,222
July 75	256,193	15,369	1,557	17,173	290,292
	<u>\$2,470,464</u>	<u>\$148,212</u>	<u>\$12,348</u>	<u>\$340,199</u>	<u>\$2,971,223</u>

Total amount of outstanding delinquent taxes for the fiscal year 1974-1975 \$2,994,384.84, 60% of this amount or \$1,712,907.96 was collected in the fiscal year 1975-1976. During the fiscal year 1975-1976, there were 2294 parcels sold-to-state, 48 parcels deeded-to-state July 8, 1976, compared to fiscal year 1974-1975 of 2094 parcels sold-to-state and 32 parcels deeded-to-state.

License Division

For the fiscal year 1975-1976, the License Division showed an increase in gross receipts of \$1,315,532. This can be attributed to an increase in the collection of Hotel Tax. Most business licenses in San Francisco are regulatory in nature and the fees are collected for the Departments of Public Works, Police, Fire and Public Health. An Ordinance was passed by the Board of Supervisors this year turning the collection of Street Artist Licenses over to the Art Commission. This, coupled with the fact that most of the Taxicab Permit fees are paid up, caused a slight drop in License Bureau's gross collection.

	<u>1974-75</u>		<u>1975-76</u>	
	<u>Number</u>	<u>Amounts</u>	<u>Number</u>	<u>Amounts</u>
General Business	25,566	\$ 739,811	22,872	\$ 792,021
Vehicles	436	52,001	277	36,643
Bicycles	4,314	2,243	3,698	1,849
Inspection Fees	1,987	129,911	2,026	150,064
Miscellaneous	3,807	19,627	3,868	20,790
Dogs	34,291	165,205	33,058	150,042
Duplicate Dogs	378	378	368	368
Curb Painting	5	1,145	23	1,909
Food Prep. & Svc.	3,647	376,228	3,911	408,828
Taxicab Permits	410	96,775	188	38,375
Taxicab Transfers	17	17,000	5	5,000
Limousine Transfers	4	3,000	1	750
D.P.W. Surcharge	17,727	46,370	15,725	38,176
Street Artist	1,877	37,720	789	15,840
Sub-Total:	94,466	\$1,687,414	86,802	\$ 1,660,655
Hotel Tax	1,582	7,545,859	1,559	8,887,877
Grand Total:	96,048	\$9,233,273	88,361	\$10,548,532
	=====	=====	=====	=====

Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown earlier, is collected by the License Division. Each quarterly amount represents the tax collected by the hotels between the dates specified. Increases in revenues are reflected in the Hotel Room Tax due to the increase of number of hotel establishments now in San Francisco. Here is a comparison of collection by quarters:

<u>Quarters</u>		<u>1974-75</u>	<u>1975-76</u>
July	1 - September 30	\$1,769,556.24	\$2,081,515.11
October	1 - December 31	2,252,726.01	2,564,526.51
January	1 - March 31	1,911,453.38	2,207,461.59
April	1 - June 30	<u>1,612,123.37</u>	<u>2,034,374.05</u>
Total:		\$7,545,859.00 =====	\$8,887,877.26 =====

Business Taxes Division

The Business Taxes Division was established in 1968 to implement the then newly enacted Business Tax Ordinance. Since 1968, several tax ordinances have been enacted and this division has been charged with the responsibility for the implementation and administration of these taxes.

Currently, the Business Taxes Division is responsible for the administration of the Business Tax, Payroll Tax, Utility Users Tax, Parking Tax and Stadium Operator Admission Tax. This Division consists of approximately 45 employees under the supervision of a Chief Auditor.

The Business Tax is a tax on the gross receipts generated from business activities occurred in San Francisco. The Payroll Expense Tax is on the payroll expenses of persons doing business in the city. The taxpayer files a statement annually showing calculations for both taxes and pays only the higher of the two taxes. The Parking Tax is imposed on the occupant of a parking space in a parking station. The current tax rate is 10% of the rent paid for occupying the parking space. The Utility Users Tax is a 5% tax on the users of gas, electricity, water and telephone services. The users of steam are also subject to the 5% tax since the enactment of the Steam Users Tax Ordinance on October 1, 1975. The Stadium Operator Admission Tax is 50¢ per admission ticket sold by the operator of athletic contests, exhibition and other special events.

The following is a tabulation showing the collections of the various taxes by the Business Taxes Division during fiscal years 1974-1975 and 1975-1976:

	<u>1974-75</u>	<u>1975-76</u>
Business Tax	\$ 4,007,975	\$ 4,322,283
Payroll Expense Tax	<u>24,263,957</u>	<u>30,325,972</u>
Sub-Totals:	\$28,271,932	\$34,648,255
Parking Tax	2,949,001	3,160,141
Utility Users Tax	11,367,173	12,039,074
Stadium Admission Tax	<u>446,394</u>	<u>429,267</u>
Total Collections:	\$43,034,500 =====	\$50,276,737 =====

To operate efficiently, it is imperative that the Business Taxes Division maintains an effective audit program. This Division has an Audit Staff consisting of approximately twenty-five members. Under the direction of the Chief Auditor, the Audit Staff is divided into four sections. Each section is supervised by a Principal Auditor.

The primary duty of the Audit Staff is to audit the books and records of business firms in connection with the various taxes described in the foregoing paragraphs. The Auditors perform field audits for approximately nine months each year. The remaining three months they are required to stay in the office processing Tax Statements and assisting taxpayers.

The following is a summary of the audit program performed during fiscal years 1974-1975 and 1975-1976:

	<u>1974-75</u>	<u>1975-76</u>
Audits completed		
. Regular Audits	931	1,033
. Inspection Audits	2,746	2,743
Tax Deficiencies Billed	\$429,628	\$661,438
Tax Deficiencies Collected	\$421,990	\$492,056

Investigation Division:

The Investigation Division operates in a staff capacity providing field services to the Division of Delinquent Revenue, Business Tax Division and the License Division.

The main function of the Division is to conduct field investigations pertinent to effecting compliance to the terms of the various Tax and License Ordinances and payment of Delinquent Revenue referrals from other City and County Departments.

When necessary, legal actions are instituted and filed in either Small Claims Court, Municipal or Superior Courts to obtain payment of Delinquent Revenue and Business Tax accounts. Violations of the Municipal License codes may be referred to the Office of the District Attorney for action.

	<u>1974-75</u>	<u>1975-76</u>
. Cases filed and instituted:		
Small Claims Court	427	434
Municipal and Superior Courts	284	159
. Number of accounts open during year	15,769	16,812
. Number of accounts received during year	11,219	12,865
	<u>26,988</u>	<u>29,677</u>
	=====	=====
. Number of accounts closed during year	10,176	13,543
. Number of accounts on hand by 6.30.76	16,812	16,134

Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 15,616 parking meters in San Francisco. 5,286 of these meters have the twenty-five cents head and 10,330 meters retain the older ten cents head. Fifteen Parking Meter Collectors and two Supervisors, one inside and one outside are used in the operation. Ten men in five van trucks collect the monies and wind the springs of about 5,155 parking meters daily, while five men in the office process the coins.

Distribution of meters in on street and off street lots is as follows:

. Street meters	14,804
. Meters in twenty off street lots throughout the City	812
	<u>15,616</u>
	=====

The total revenue received from Parking Meter Collections for the fiscal year 1975-76 was \$2,319,760.38 derived from 243 collection days.

Coin collection breakdown by denominations is shown on the table below:

<u>Denominations</u>	<u>Quantities</u>	<u>Amount</u>
1¢	22,401,188	\$ 224,011.88
5¢	11,469,470	573,473.50
10¢	9,341,343	934,134.30
25¢	2,349,783	587,445.75
Total:	<u>45,561,784</u>	<u>\$2,319,065.43</u>
	=====	=====

For fiscal year 1975-76 total weight of coin handled was 357,780 pounds. Included in this total weight were 1,242 pounds of mutilated coins, plugs, can rings and foreign coins. It is to be noted that the problem of improper meter deposits has not abated at all during this period. The various foreign coins were salvaged and sold for U.S. dollars as listed below:

. Canadian coin	\$259.95
. Foreign coin	<u>435.00</u>
Total salvage (included in revenue above)	<u>\$694.95</u>
	=====

The projected anticipated revenue of \$2,550,000 was not realized due principally to two factors:

1. A four working day strike of Public Safety employees in August, 1975 resulting in an estimated revenue loss of \$9,900.00.
2. A twenty-eight working day strike of Craft Workers in 1976 PLUS extensive vandalism of the Duncan Type Meter which commenced during this period resulted in an estimated revenue loss of \$220,000.

Cashier's Division

The Cashier's Division is responsible for the collection of all taxes and licenses, these range from million dollar tax payments to fifty cents bicycle licenses.

During fiscal year 1975-1976 the collections showed an increase over the previous year by \$48,452,779.66 giving a total cash collection of \$447,312,440.60 for the year.

Parking Tax and utility users tax amounting to \$733,484.44 was collected by other departments and transferred to the Cashier's Division making a grand total of \$448,045,925.04.

Collection of Real Estate taxes continue to be a problem as the bulk of payments are made just prior or on the delinquency dates of December 10th and April 10th causing a backlog of work. This problem was helped somewhat this year by assistance from other divisions.

Ultimately our present system of collection and recording must be brought into the computer age.

Unsecured Personal Property Taxes amounted to a total of \$35,901,024.13 an increase of \$5,049,764.12 over the previous year.

Collections for the License Bureau continue to be highest in January, July and October, mainly due to Hotel Tax collections. Other collections are made throughout the year.

Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County. The amount credited to San Francisco for fiscal year 1975-76 was \$32,116,368.38.

Beginning in September, 1972, half of one percent was collected in taxes from the Uniform Sales and Purchase Tax and remitted to the San Francisco Bay Area Rapid Transit District. For fiscal year 1975-76, this amount was \$8,007,598.35.

Delinquent Revenue Division

The Delinquent Revenue Division was created in 1935 for the purpose of setting up a central bureau for the collection of all delinquent revenues and delinquent accounts receivable of all departments and offices of the City and County. In addition, this division collects all personal property tax bills both current and delinquent.

A total of 6,629 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1975-1976.

As part of a greater effort to effect collection of delinquent bills, more claims are being brought to the Small Claims Court. 675 cases were filed this year as against 491 last year.

The Department of Social Services, in an effort to recover monies loaned in its emergency loan program has transferred 660 claims to this division for collection. Judgments were secured against 374 which enabled the State of California to reimburse Social Services for these loans in the amount of \$105,000.

The administration of this division has been handicapped by the failure to fill the position of assistant supervisor, which has been vacant for over a year. The result is that it is now impossible to expend the necessary time and effort to achieve maximum results in collections.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1975-1976 showing a comparison with 1974-1975:

	<u>1974 - 75</u>	<u>1975 - 76</u>
Number of Personal Property Tax Bills	36,438	36,655
<u>Collections</u>		
1975 Personal Property Tax	\$30,851,260.01	\$35,901,024.13
1976 Personal Property Tax	548,668.37	451,460.52
Prior Years Delinquent Tax	767,684.61	498,706.37
No. of Public Health Delinq. Accts.	2,954	1,735
Collections, Public Health Dept.	273,702.25	350,633.35
No. of Public Works Delinq. Accts.	5,122	2,457
Collections, Public Works Dept.	55,505.60	28,494.55
Total Collections, All City Depts. \$	397,334.30	\$ 615,465.18
Total Amounts Collected Property Tax and Delinquent City Accounts:	\$32,564,938.52	\$37,466,656.20

As part of collection enforcement procedures, 712 court actions were instituted in 1975-1976. Of this total, 675 were filed in Small Claims Court, thirty in Municipal Court and seven in Superior Court.

Comparison of Expenditures other than Personal Services

	1975 - 1976	
	Budget Appropriation	Actual Expenditure
261 Tax Collector-General Office		
200 Contractual Services	\$ 128,863	\$ 130,044
300 Material & Supplies	34,950	34,524
400 Equipment	-	-
800 Fixed Charges	50	50
900 Services Other Departments	26,809	27,055
Total:	\$ 190,672	\$ 191,673
263 Hotel Tax		
200 Contractual Service	\$ 1,000	\$ 1,000
300 Materials and Supplies	600	592
Total:	\$ 1,600	\$ 1,592

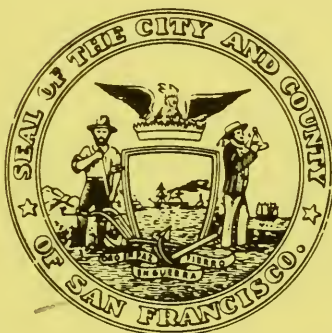
Comparison of Estimated Revenue with Actual Collection

	Revenue Estimated	Actual Collections
Taxes other than General Property:		
2250 Gross Receipts - Business Taxes	\$ 4,000,000	\$ 4,478,054
2350 Admission Tax, Stadium Operator	425,000	429,268
2400 Hotel Room Tax	7,700,000	8,916,688
2600 Parking Tax	3,000,000	3,237,551
2700 Utility Users Tax	11,500,000	12,965,325
2800 Employer's Payroll Tax	29,000,000	32,637,244
Licenses:		
3001 Public Passenger Vehicle License	38,000	36,468
3020 Other Vehicle Licenses	15,000	750
3025 Bicycle License	3,000	1,849
3101 Foods & Beverages	150,000	148,309
3103 Eating Places	350,000	399,836
3300 Taxicab Permit & Transfer Fees	25,000	43,290
3790 Other Business License	700,000	769,244
3860 Drivers & Agents Badges & Tags	16,000	20,576
Fines Forfeits & Penalties:		
4501D Penalties other than Delinquent Taxes:	25,000	23,096
Service Charges for Current Services:		
7044 Curb Space Painting	3,000	1,959
7045 Tax Collector's Miscellaneous	40,000	42,734
7400 Sewer Service Charges	5,800,000	5,696,887
7652 Sonoma Home Collections	1,000	385
3991 Dog License	170,000	150,288
7046 Parking Meter Collections	2,300,000	2,325,760
2500 Retail Sales Tax	30,000,000	32,031,179
Grand Total:	\$95,261,000	\$104,356,740
	=====	=====

1976-77

Annual Report

DIRECTOR OF
FINANCE AND RECORDS



INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market

DOCUMENTS

OCT 24 1977

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CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF
DIRECTOR OF FINANCE
AND RECORDS

170 CITY HALL
SAN FRANCISCO, CALIF. 94102
558-4823

September 1, 1977

Honorable Roger Boas
Chief Administrative Officer
City and County of San Francisco

Subject: 1976-77
Annual Report

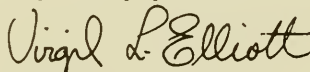
Dear Mr. Boas:

Submitted herewith is our annual report for the fiscal year ended June 30, 1977, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein. Each separate report was prepared by the office head concerned.

Very truly yours,



VIRGIL L. ELLIOTT
Director of Finance and Records

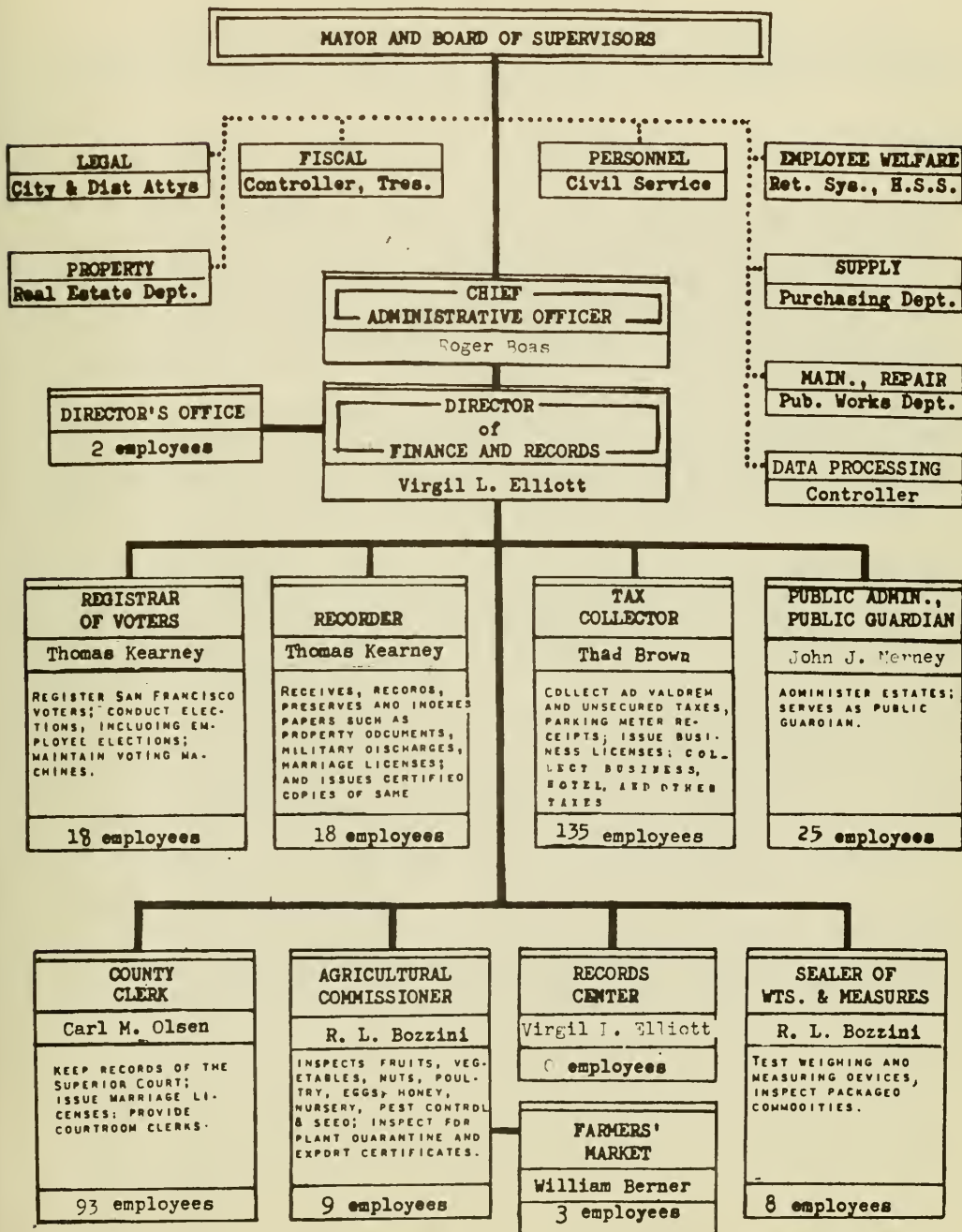
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ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

6-30-77

City and County of San Francisco, California



DEPARTMENT OF WEIGHTS AND MEASURES

1976-1977 ANNUAL REPORT

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

The Sealer is responsible for the administration of County, State and Federal laws which provide protection to the consumer.

This protection is provided through the performance of mandated inspection of package goods to determine if they contain the proper net weight, measure or count and that the label has the identity, responsibility and net quantity information stated properly; through the administration of laws pertaining to the quality of petroleum products, gasoline, diesel, motor oil, brake fluid and anti-freeze; fraudulent advertising and undercover purchases of various products under our jurisdiction; the investigation of weighmaster certificates for accuracy of computations and clarity of information issued by public and private weighmasters.

He directs work obtaining compliance with laws in the systematic inspection of all weighing and measuring devices used commercially in trade within the county such as prescription, truck, railroad, computing scales; taximeters, odometers, gasoline meters, etc; provides weights and measures information and develops management goals and objectives, cooperates in developing and implementing county policy and performs other intercounty functions.

Testing electric submeters is one of the areas we are not covering. We have requested equipment and personnel to perform this function the past several years, but it has always been deleted from the budget. It is estimated that there are over 15,000 of these meters in San Francisco. We have had requests from various firms to perform this service, but are unable to do this testing because of lack of equipment and personnel.

The testing of taximeters with 5th wheel is a very slow process. With over 900 of these meters, we cannot test all of them annually by our present system.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, five Inspectors, and one Clerk Typist.

Following is a comparison of various inspection services provided.

WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Railway Track	10	5	9	4
Monorail	120	109	249	49
Counter	709	1221	781	645
Spring	402	318	295	327
Computing	3956	3800	5120	4389
Platform	818	1398	1131	778
Prescription	206	119	125	31
Vehicle	125	47	14	19
Hopper & Tank	29	8	43	36
Dormant	226	233	140	119
<u>WEIGHTS</u>	4095	8952	6868	2010

MEASURING DEVICES

Retail Gas Pumps	2826	5150	2110	4434
Grease (Oil) Meters	102	225	92	206
Yardage Meters	29	219	20	35
Vehicle Meters	10	14	23	18
Taximeters	575	497	522	491
Liquid Measures	124	153	94	235
Liquified Gas Meters (LPG)	-	9	7	3
<u>TOTAL MANHOURS IN DEVICE INSPECTION</u>	7873	9022	7016	8216

QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Lots Rejected	115	312	101	141
Total Lots Inspected	1118	1028	1259	1016
Packages Rejected	34060	41718	11436	23636
Total Packages Acted Upon	290823	404445	520891	971629

QUANTITY CONTROL (Continued)

<u>AUDIT INSPECTIONS</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Total Audit Inspections	565	355	358	13520
Packages Accepted	325587	424099	350012	505139
TOTAL PACKAGE INSPECTED AND AUDITED	573817	834243	875826	1476768
Undercover Purchases	26	32	2	49
Violations	72	7	1	17
Inspection other than P.I.R.'S or Audits	162	229	209	40
Off-Sale Orders Issued	93	251	151	195
Complaints Investigated	47	36	38	108
TOTAL MANHOURS IN QUANTITY CONTROL	1473	1709	1924	2021

WEIGHMASTER DIVISION

A Weighmaster is a person who weights, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Inspection	90	82	51	41
Investigations	5	2	4	2
Other Calls	1	10	8	13
Notice of Violations	-	-	-	-
Total Manhours in Weighmaster Division	143 $\frac{1}{2}$	132	133	108

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Registration Inspection	-	5	25	20
Advertising Signs Corrected	8	181	40	62
Notice of Violations	31	126	21	79
Other Inspection & Enforcement Action	84	251	43	167
TOTAL MANHOURS IN PETROLEUM DIVISION	104	306	143	201

1976-1977

WEIGHTS & MEASURES

Comparison of Expenditures

	Budget <u>Approp.</u>	Actual <u>Expend.</u>
110 Permanent Salaries	\$ 98,454	\$ 96,744
200 Contractual Services	1,668	1,105
300 Materials and Supplies	2,876	2,352
863 Mandatory Fringe Benefits	26,101	26,101
900 Main. & Repair Auto Equipment	<u>2,500</u>	<u>3,100</u>
	\$131,599	\$129,402

Transferred \$400.00 from 200 Appropriation & \$200.00 from 300 Appropriation
to 900 Maint. and Repair of Auto Equipment

COUNTY DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1976-1977

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all state laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The Agricultural Commissioner is responsible for the administration of County, State and Federal laws which provide interrelated protection to the consumer, the environment and the agricultural industry.

This protection is provided through the performance of mandated exclusion, detection, eradication, and management operations for preventing the introduction and spread of injurious insects, animal pests, plant diseases and noxious weeds; through the administration of laws pertaining to pesticides, pesticide use, agricultural pest control operators, pest control advisors, pesticide dealers, growers and others; through the administration of consumer and marketing laws regulating the preparation, packing, shipping and sale of fruits, vegetables, nuts, honey and eggs at the field, packing house, wholesale and retail levels; through maintaining compliance of nurseries and nursery stock for pest cleanliness, proper plant labeling and adherence to grades and standards; and through the implementation of State seed laws.

He directs work obtaining compliance with bee laws including registration and examination of apiaries; certifies sanitary conditions for the exporting of plants and plant products; collects, analyzes, maintains and distributes statistical data necessary for agriculture and agribusiness.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.

San Francisco County has growers of potted plants, cut flowers and truck crops with a total gross value of \$787,393 produced on four field acres and under 474,000 square feet of glass house.

Revenue from Two Sources:

Revenue received in 1976-77 from the State, \$3,300.00, to augment the salary of the San Francisco Agricultural Commissioner, \$24,093.00, Unclaimed Agricultural Gas Tax, Shell Egg Enforcement, \$10,111.95, Pesticide Assessment and Enforcement. \$1,571.00. From Export Certification Fees, \$4,850.33

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 108-072, effective May 3, 1972.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances, are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries. This activity is performed in the field by five inspectors, and one shift only.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1974-75</u>	<u>1975-56</u>	<u>1976-77</u>
Number of Premises	242	239	240
Shipments Inspected	11,737	9,169	5,620
Plants Inspected	13,049,241	7,036,312	8,878,678
Plants Rejected	5,353	386	18
Total Man Hours	1,306	891	936

STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements. This activity is performed by five inspectors in the field. One shift - wholesale produce market, 4:00 a.m. - 1:00 p.m. One inspector. Balance - 8:00 a.m. - 5:00 p.m.

<u>Wholesale Produce Market</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Number of Premises	46	46	46
Premises Inspected	11,655	11,430	11,295
Rejection Tags	491	464	1,436
Packages Rejected	37,800	36,140	136,679
Packages Inspected	7,742,785	7,847,090	7,855,833

Retail Stores

Number of Premises	2,090	2,093	2,088
Premises Inspected	2,006	2,219	1,540
Rejection Tags	324	242	63
Packages Rejected	2,316	1,336	1,099
Packages Inspected	321,950	193,308	213,598

Farmers' Market

Number of Premises	45	45	38
Premises Inspected	11,485	11,520	9,126
Rejection Tags	12	11	3
Packages Rejected	1,349	3,190	49
Packages Inspected	178,631	156,485	165,563

Total Man Hours - All Produce Inspection	5,283	3,784	4,676
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Wholesale Eggs

Number of Premises	9	12	12
Premises Inspected	155	162	208
Dozens Rejected	32,258	37,955 1/3	44,925
Dozens Inspected	201,995	252,079	342,836

Retail Eggs

Number of Premises	2,103	2,105	2,102
Premises Inspected	2,228	2,346	2,190
Dozens Rejected	26,112	22,391 1/2	20,175 1/2
Dozens Inspected	295,088	310,277	310,858

Total Man Hours - Wholesale & Retail Egg Inspection	2,466	2,070	2,072
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Honey

Number of Premises	2,140	2,142	2,135
Premises Inspected	1,337	2,020	1,586
Packages Rejected	937	904	1,742
Packages Inspected	91,508	143,354	110,058

Total Man Hours - Honey	349	765	615
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TOTAL MAN HOURS FOR ALL STANDARDIZATION	7,749	6,619	6,748
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NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name. This activity is performed in the field by five inspectors.

<u>Nurseries</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Number of Nurseries	163	156	159
Premises Inspected	218	178	167
Total Man Hours	494	277½	363½

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination. This activity is performed in the field by five inspectors.

	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Number of Premises	112	105	102
Premises Inspected	61	49	78
Total Man Hours	49	41½	67

EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work. This is performed by one inspector in the field.

	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Certificates Issued	851	960	388
Packages Inspected	168,562	158,708	145,718

DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Disposal Orders Issued	757	619	627
Number of Packages	19,209	12,255	8,475

PEST DETECTION AND ERADICATION SURVEYS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Number of Fruit Fly Traps	28	30	30
Number of Japanese Beetle Traps	22	26	30
Number of Gypsy Moth Traps	31	30	30
Number of Properties Surveyed for Pests	468	151	311
Total Man Hours	593	506	395

PESTICIDE USE ENFORCEMENT

Agricultural pest control operators and advisors are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, precautions in application of pesticides storage and disposal of pesticide containers, worker safety, and issuance of permits for use of restricted pesticides. This is becoming an increasingly important function of the department. This activity is performed by five inspectors in the field.

	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Registered Pest Control Operators & Advisors	22	29	28
Permits issued for Use of Restricted Materials	30	32	27
Number of Inspections of equipment, pesticide storage & applications & Pesticide Illness Investigations	4	27	106
Total Man Hours	161½	148½	440

RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

1976 - 1977

DEPARTMENT OF AGRICULTURE

	Budget Approp.	Actual Expend.
No. 3 - <u>Comparison of Expenditures</u>		
110 Permanent Salaries	\$127,551.00	\$123,177.00
111 Overtime	300.00	296.00
112 Holiday Pay	807.00	737.00
200 Contractual Services	2,651.00	2,493.00
203 Use of Employees' Cars	2,400.00	2,277.00
300 Material & Supplies	526.00	508.00
863 Mandatory Fringe Benefit	<u>32,781.00</u>	<u>30,522.00</u>
Total	\$167,016.00	\$160,010.00

No. 4 Comparison of Revenues

	Budget <u>Estimates</u>	Actual <u>Revenue</u>
7281 Agricultural Inspection Fees	\$ 4,500.00	\$ 4,850.33
7282 Agricultural Miscellaneous Inspection Fees	8,610.00	11,682.95
7283 Commissioner's Salary	3,300.00	3,300.00
6251 Unclaimed Gas Tax Agricultural	<u>24,093.00</u>	<u>24,093.00</u>
Total	\$ 40,503.00	\$ 43,926.28

SAN FRANCISCO FARMERS' MARKET

Annual Report

1976-77

The San Francisco Farmers' Market opened on August 12, 1943, during the wartime as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1977, \$471,535.94 had been repaid to the City. This is \$212,853.89 in excess of the cost of the land and capital improvements at the Market, which amounted to \$258,677.05.

The Market fees were revised effective July 1, 1976.

~~THE FARMERS' MARKET~~

SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers, radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners throughout California.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 a.m. to 6:00 p.m.

The Farmers' Market celebrated its 33rd Anniversary on August 14, 1976. Mayor George Moscone proclaimed the week of August 9th through 14th as "Farmers' Market 33rd Anniversary Week."

The breakdown below summarized the Farmers' Market Capital Expenditures Program as of June 30, 1977. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES:

Land	\$ 53,032.15
Improvements	<u>205,644.90</u>
Total	\$ 258,677.05

REVENUE AND OPERATING EXPENSES:

Revenues	1,230,298.56
Less Operating Expenses	<u>758,762.62</u>
Total Net Revenue	471,535.94

Excess of Net Revenue over

Capital Expenditures	212,858.89
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COMPARISON SUMMARY:

The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30, 1977:

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage	
1946-47	16,006.50	4,101.48	11,905.02	-	-	*
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085	
1948-49	26,287.50	15,235.47	11,022.03	17,267	10,668	
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695	
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337	**
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156	
1952-53	33,403.25	12,374.48	15,028.77	18,726	8,813	
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497	
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481	
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927	
1956-57	34,812.06	12,454.77	16,357.29	20,534	8,019	
1957-58	34,844.00	19,148.69	15,695.31	20,559	7,694	
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885	
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806	
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651	
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675	
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244	
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897	
1964-65	36,058.00	23,156.33	12,901.67	17,888	4,396	
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085	
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668	
1967-68	32,008.50	26,273.02	5,735.48	15,731	3,431	
1968-69	33,889.00	23,475.61	5,413.39	16,733	3,535	
1969-70	37,093.75	30,020.39	7,072.36	18,432	4,006	
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345	
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931	
1972-73	60,373.75	34,502.79	25,870.96	21,398	4,656	
1973-74	58,769.50	35,917.85	22,851.65	20,384	4,472	
1974-75	55,877.75	32,681.02	23,196.73	19,566	4,468	
1975-76	53,771.25	43,177.73	5,593.52	18,966	4,266	
1976-77	64,756.50	55,399.51	9,356.99	16,170	4,166	***
1230,298.56	758,762.62	471,535.04	572,139	185,935		

* Records are incomplete for this fiscal year, 1946-47.

** Market was closed from February to July, 1951, due to construction of new stalls.

*** Increase in revenue due to increase in fees effective July 1, 1976 also increase in number of stalls rented and tonnage received.

RECOMMENDATIONS FOR FARMERS' MARKET

The following maintenance projects are necessary for the proper upkeep of the Farmers' Market:

1. Re-channelization of traffic lanes at exit to Market at Alemany and Crescent to permit two left turn lanes and easier exit from the Market.
2. Repair and relocation of cyclone fence at North side over-looking rear of parking area to eliminate public from dumping garbage and refuse on Market property.
3. Painting of wooden stalls and plywood backing and unpainted surfaces to improve appearance and preserve structure urgently needed.

FARMERS MARKET

1976-77

Comparison of Expenditures

	<u>Budget</u> <u>Appron.</u>	<u>Actual</u> <u>Expend.</u>
110 Permanent Salaries	36,602.00	35,479.30
112 Holiday Pay	373.00	371.04
120 Temporary Salaries	637.00	587.45
200 Contractual Services	3,303.00	3,301.44
213 Maintenance & Repair of Buildings	1,050.00	1,050.00
300 Material & Supplies	915.00	914.41
800 Fixed Charges	3,605.00	3,605.00
863 Mandatory Fringe Benefits	<u>9,900.00</u>	<u>9,708.17</u>
TOTAL	56,385.00	55,016.81

Budget Estimate Actual RevenuesComparison of Revenues
with Budget Estimates

60,000 64,756.50

7284 Farmers Market Fees

RECORDER

1976-77 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

In January 1973 this office discontinued handwritten indexing and converted to EDP and a "single book" system. Instead of separate books for Grantors and Grantees, all parties are now listed alphabetically in a one book system. At the end of the year the index is transferred to microfiche, thus eliminating binding and storage of 32 large volumes. We will also merge successive years on microfiche so as to produce a single alphabetical listing for at least five years resulting in substantial savings in the storage space and elimination of bookbinding costs. This new system has proven highly satisfactory and is well received by the public.

On September 12, 1975 the Real Property Transfer Tax was increased from \$1.10 per \$1,000.00 to \$5.00 per \$1,000.00.

<u>RECEIPTS</u>	<u>1975-76</u>	<u>1976-77</u>
Recording fees	\$ 352,873.	\$ 437,723.
Copy Fees	21,707.	23,632
Marriage certificate recording fees	35,280.	35,058
Real Property Transfer Tax	<u>3,953,134.</u>	<u>6,482,698.</u>
	\$4,362,994	\$6,979,111.

<u>EXPENDITURES</u>		
Salaries	\$ 180,632.	\$ 175,492.
Other	12,173.	14,693.
Equipment	<u>--</u>	<u>2,473.</u>
Excess, Receipts over Expenditures	\$4,170,189.	\$6,786,453.

We continue to provide "free" or "official" recordings, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State, City or other political subdivision recordings which service is required by State law to be performed without fees.

Documents Filed and Recorded

The following are the principal classifications of the 124,326 documents filed and recorded during 1976-77. For comparative purposes, the list for the preceding fiscal year is included.

	<u>1975-76</u>	<u>1976-77</u>
Abstract of Judgments	3,415	4,163
Affidavits of Death	1,548	1,863
Agreements	453	530
Decrees	2,268	2,741
Deeds	18,544	24,703
Deeds of Trust and Mortgages	19,734	26,975
Military Discharges	199	204
Uniform Comm. Code Filings	7,016	7,441
Notice of Default	1,021	1,168
Reconveyances	17,362	23,130
Tax Liens - Federal	1,676	1,466
Miscellaneous	<u>30,432</u>	<u>29,942</u>
	103,668	124,326

Comparison of Expenditures Other than Personal Services

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
200 Contractual Services	\$ 8,400.	\$ 8,387.
300 Materials & Supplies	6,314.	6,306.
400 Equipment	2,504.	2,473.
800 Dues	75.	75.

Comparison of Revenues With Budget Estimates

	<u>Estimates</u>	<u>Revenue</u>
2300 Transfer Tax	\$3,500,000.	\$6,482,698.
7015 Recording Fees	300,000.	437,723.
7014 Marriage Certificate Recording Fees	15,000.	14,608.
7071 Misc. Copy Fees	20,000.	23,632.

REGISTRAR OF VOTERS

1976-77

The Registrar has charge of the Registration of Voters and the conducting of elections. He works with other City and County Officials and agencies, State and Federal authorities, political parties, and other groups on policy matters.

A permanent staff of 17 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. On election day, about 4,000 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis -- hence the Registrar's staff, when the 28 full-time equivalents are added to the 17 permanent workers, numbers 45 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar of Voters works through a small central office group and controls operations through supervisors of the three operating bureaus -- Election Division, Precincts Section, and the Voting Device & Operations Division.

For the first time since FY 72-73, the position of Registrar of Voters was occupied by one person, Mr. Thomas P. Kearney. 1976-77 saw other key personnel changes also. The vacant position of Chief Deputy Registrar was assumed on a permanent basis by Mr. Jay Patterson, who has occupied that position on an acting basis for nearly a year. The position of Elections Supervisor was filled by Miss Carmel McDonnell, who left the position voluntarily after six months to return to the Board of Education. The job of Management Assistant was filled by Mr. Terry Gould. Also, during FY 76-77, Mr. Charles Smith was transferred from the Record Center to head the Precincts Section, in charge of appointing precinct election officers.

Increasing the amount paid to precinct election officers helped somewhat in easing the difficulty in recruiting qualified persons to staff the polls on election day. While recruitment problems were eased, turnover due to cancellation of appointments as election officers remained high.

During 1976-77, the new Moscone-Keysor Postcard Registration law became effective. Under the new law, electors may register by mail. During this, the first year of the program, over 400,000 postcard registration forms were distributed throughout the City by our office and other interested parties.

Postcard registration made it easier for voters to register and, although voter registration increased substantially, the increase was not as great as had been predicted.

The only election held in FY 76-77 was the Presidential General Election of November 2, 1976. At that election, 77.4% of the City's 345,954 registered voters cast their ballots.

<u>5-Year Workload Comparison</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Number of Elections	1	2	1	4	2
Registration Affidavits Processed	114,997	75,551	60,318	111,263	109,776
Sample Ballots Mailed	426,338	687,455	375,764	1,019,865	1,090,000
Absentee Ballots Requested(Mail)	22,106	19,960	11,704	39,241	13,453
Absentee Vote	27,385	25,538	14,549	50,122	39,484
Precincts Used	912	1,830	1,352	3,162	1,683
Voting Machines Used	1,657	3,315	1,426	3,653	3,755
Voting Machines Loaned/Rented	241	76	142	58	9
Precinct Vote (Machines)	290,332	389,346	214,037	616,368	405,876
Total Votes Cast	317,717	400,745	228,586	661,501	446,032
Employee Group Elections(Ballots)	10,070	10,712	10,551	45,365	18,305

COMPARISON, ELECTION COSTS PER VOTER
AND PER VOTE CAST

	Reg. Voters	Votes Cast	Expend- itures	Cost per Reg.Voter	Cost per Vote
6/6/72 State Primary(Pres)	369,357	234,840	660,717	1.80	2.81
11/7/72 State General(Pres)	426,338	317,717	872,820	2.05	2.75
11/6/73 - Municipal	337,065	202,237	656,034	1.94	3.24
6/4/74-State Primary (Gov.)	350,380	198,508	581,766	1.66	2.91
11/5/74-State General (Gov.)	369,005	118,586	792,098	2.14	3.04
11/4/75 - Municipal (Mayor)	269,505	215,559			
12/11/75 -Municipal (Mayor Run-off)	302,344	200,804			

COMPARISON, ELECTION COSTS PER
VOTER AND PER VOTE CAST

	Reg. Voters	Votes Cast	Expend- itures	Cost per Reg. Voter	Cost per Vote Cast
5/11/76 - Special Election (6th Dist. State Senator	103,644	36,321			
6/8/76 - State Primary (Pres.)	311,254	208,884	2,086,453	2.58	3.15
11/2/76 - General Election (Pres.)	345,954	267,665	545,449	1.57	2.04
8/2/77/- Special Election - A&B	336,046	178,367	386,494	1.15	2.17

In the future, the Registrar's office will implement the voter registration outreach plan which was devised during 1976-77. The plan calls for the establishment of hundreds of voter registration outlets throughout the City, coordination with political, business and community groups and efforts to make the public aware of the new postcard registration program. The long-range goal of the outreach program is to increase registration throughout the City, particularly in areas where voter registration is low.

During 1976-77, a study was conducted to determine the feasibility of abandoning the City's 50-year old voting machines in favor of a faster, more economical punchcard system. It is expected that a permanent changeover to punchcard voting will occur in the very near future. The advantages will be (1) a capacity for longer ballots, (2) more voting devices per precinct, (3) faster vote count, (4) lower operating costs.

1976-1977

	Budget Approp.	Tfs/ Suppl.	Actual Expend
200 Contractual Services	422,270	11,900	400,020
203 Allowance for use of Employees Car	1,000	900	1,891
300 Materials & Supplies	5,285	3,875	5,820
800 Fixed Charges	20,933	16,250	36,214
815 Insurance on Voting Machines	3,400	-	2,470

OFFICE OF PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN

(1976 - 1977)

The Public Administrator is, by virtue of an Ordinance of the City and County, ex officio the Public Guardian. These are two separate functions. As Public Administrator he handles the estates or affairs of deceased persons. As Public Guardian he handles the guardianships of living persons. These two functions are different in many respects and the majority of the staff are assigned to one or the other of these functions. A part of the staff can be used in both functions, which affords some flexibility in coping with temporary staff reductions. Although some of the below remarks apply equally to both functions, for the sake of clarity each function is discussed separately.

I. ADMINISTRATION OF DECEDENTS' ESTATES

1. Purpose and Functions:

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estate of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estates upon which he is entitled to administer."

The various functions in administering decedents' estates may be broken down as follows:

Investigation: Field and office questioning to obtain all pertinent information concerning decedent; collection and protection of movable assets of decedent; preliminary determination of sufficiency of assets to pay for funeral expenses; making funeral arrangements; search of decedent's residence; identifying heirs, if any; summary sale of depreciating property; assembling all data necessary to complete Public Administrator's INVESTIGATION FORM; custodian of tangible personal property.

Accounting: Collection and custody of all monies; transfer, deposit and withdrawal of funds; issuance of checks; maintenance of separate ledger for each estate; assembly and reconciliation of final accounts; review and payment of funeral claims.

Legal and Tax: All legal procedures; review of claims; opinions; litigation; estate, inheritance and income taxes; heirship determinations; correspondence.

Clerical and Stenographic: Dictation, typing, completion of forms; receptionist duties; coding of correspondence; maintaining indices and other records.

2. Personnel Changes:

Con S. Shea retired as Public Administrator-Public Guardian, Class No. 1126, on February 15, 1977. John J. Nerney, Assistant Bureau Chief, has been appointed to the Office pending the outcome of a promotional Civil Service examination. A clerk stenographer, Class No. 1444, and a legal stenographer, Class No. 1458, retired during the year.

3. Staffing:

Because of statutory changes the new cases are reducing in number. This should afford an opportunity to reduce the backlog of cases which have accumulated due to the shortage of personnel in the past. A change in the Probate Code now requires that most estates opened after January 1, 1977, be completed within one year. If our new caseload does not increase we hope to be able to comply with this mandate without requiring additional staff.

4. Five-Year Workload Comparison:

	1973-74	1974-75	1975-76	1976-77	1977-78
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates Investigated	1,269	1,164	939	869	900
New Estates Opened	436	394	360	322	350
Final Accounts Filed	267	192	181	211	200
Discharges Filed	627	310	388	195	250
Open Estates					
(End of Year)	2,435	2,519	2,173	2,300	2,400
Permanent Positions	16	16	15	15	15
Revenue from Fees	\$228,425	\$263,926	\$257,962	\$317,586	\$250,000
Operating Expenses	248,073	270,000	264,820	290,536	300,000
Net Revenue	[19,600]	[6,700]	[6,858]	27,050	[50,000]

5. Twelve-Year Comparison - Expenditures and Revenues:

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1965-66	\$166,276	\$192,645	\$ 26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	(25,592]
1971-72	242,700	181,500	[61,200]
1972-73	237,506	294,508	57,002
1973-74	248,073	228,425	[19,600]
1974-75	270,608	263,926	[6,700]
1975-76	264,820	257,962	[6,858]
1976-77	290,536	317,586	27,050

6. Long-range Goals:

As pointed out in prior reports it must be accepted that we cannot hope to obtain a staff in the foreseeable future with the experience of former personnel. To offset this problem there has been an ongoing program to originate new forms and revise old forms so that little exercise of discretion will be required of the clerical staff. During this year about 25 forms have been originated or revised.

There is also an ongoing program to charge items of expense, such as postage, telephone, etc., to individual estates rather than as an expense of the City and County.

The custody and sale of personal property, particularly items of jewelry, takes substantial time of personnel. A pilot program is being started to sell all such items at public auction. This is expected to actually increase the net received by the estate and reduce the workload of personnel.

It has been a concern to the office that non-interest bearing commercial accounts have not been used for the benefit of the office or the estates. A program is being started with one of the banks whereby they will supply various compensating services for these funds. It is hoped that this will in time be a saving for the City and County.

7. Comparison of 1976-1977 Expenditures and Revenues with Budget Appropriations:

Schedules are attached to this Report detailing the items and comparing them to the appropriations.

II. ADMINISTRATION OF GUARDIANSHIP ESTATES

1. Purpose and Functions:

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code, or delivered to the Public Administrator for administration.

2. Personnel Changes:

As noted above the Public Guardian who had acted as Public Guardian since the inception of the program on July 1, 1960, retired on February 15, 1977.

3. Staffing:

Due to the pressure of applications for guardianship from various sources, the Public Guardian felt it necessary to establish a definite policy on the number of cases to be handled with present staffing. As a result of consultations with affected staff members an intake policy was established limiting active cases to 400, of which no more than 120 can be ambulatory. Criticism has been voiced that the Public Guardian is not meeting the needs for guardianships and that there are a considerable number of individuals in the community requiring the services of a guardian. The extent of this need is at present unknown.

If there is a substantial need it can be met only through additional staffing. The decision as to how far the need will be met must of necessity be a policy decision in the budgeting process.

4. Statutory Change:

Legislation became effective on July 1, 1977, which provides new procedural safeguards for wards. A Court appointed investigator will review accounts, interview wards and submit reports to the Court. Completely new forms and procedures are mandated. This has increased the burden on the staff to comply with the new requirements but it is expected that this will be a temporary, transitional burden.

5. Five-Year Workload Comparison:

	<u>1973-74</u> <u>Actual</u>	<u>1974-75</u> <u>Actual</u>	<u>1975-76</u> <u>Actual</u>	<u>1976-77</u> <u>Actual</u>	<u>1977-78</u> <u>Estimated</u>
Applications Investigated	1,185	1,351	994	1,068	1,150
Total Wards as of June 30	424	409	376	360	400
New Wards during Year	66	71	30	47	65
Guardianships Terminated	79	86	63	63	60
Expenditures	\$179,600	\$193,320	\$220,894	\$222,793	\$220,000
Benefits to County	\$1,530,000	\$1,527,000	\$2,183,600	\$2,200,000	\$2,350,000
Revenues from Fees	\$87,900	\$94,130	\$91,575	\$111,230	\$100,000

6. Long-range Goals:

The goals mentioned under "Administration of Decedents' Estates", above, are also goals in the guardianship program.

During the next year a study will be made to determine, if possible, the extent of the alleged unmet need for services of the Public Guardian.

7. Comparison of 1976-1977 Expenditures and Revenues with Budget Appropriations:

Schedules are attached to this Report detailing the items and comparing them to the appropriations.

PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN

COMPARISON OF EXPENDITURES WITH APPROPRIATIONS

1976 - 77

<u>Appropriation</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Under/ [Over] Expended</u>
110 Permanent Salaries	393,715.00	356,239.30	37,475.70
116 Compensation in Lieu of Sick Leave	-0-	14,833.00	[14,833.00]
200 Contractual Services	13,903.00	13,024.32	878.68
216 Maintenance of Auto	1,000.00	1,089.29	[89.29]
300 Materials and Supplies	5,149.00	3,743.57	1,405.43
800 Fixed Charges - Rent	34,250.00	34,250.00	-0-
800 Fixed Charges - Retirement	72,545.00	65,640.65	6,904.35
800 Fixed Charges - Social Security	19,083.00	16,913.55	2,169.45
800 Fixed Charges - Health Service	7,862.00	7,596.54	265.46
TOTAL BUDGET	<u>547,507.00</u>	<u>513,330.22</u>	<u>34,176.78</u>

COMPARISON OF REVENUES WITH BUDGET ESTIMATES

1976 - 77

	<u>Budget</u>	<u>Actual Receipts</u>	<u>Under/ [Over]</u>
Fees and Commissions	<u>350,000.00</u>	<u>428,816.73</u>	<u>[78,816.73]</u>

Comments: The under-expended portion of the appropriation was primarily caused by difficulties in replacing personnel.

PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN
EXPENDITURES 1976-77
As of August 1, 1977

	<u>Total</u>	<u>P. A.</u>	<u>P. G.</u>	<u>Pro Ratio Basis</u>
110 Permanent Salaries	356,239.30	198,656.20	157,583.10	55.8%/44.2%
116 Compensation in Lieu of Sick Leave	14,833.00	14,833.00	-	-
200 Contractual Services	13,024.32	7,023.06	6,001.26	53.9%/46.1%
216 Maintenance of Auto	1,089.29	544.65	544.64	-
300 Materials and Supplies	3,743.57	2,050.53	1,693.04	54.8%/45.2%
800 Fixed Charges - Rent	34,250.00	17,125.00	17,125.00	50%/50%
800 Fixed Charges - Retirement	65,640.65	36,627.48	29,013.17	55.8%/44.2%
800 Fixed Charges - Social Security	16,913.55	9,437.76	7,475.79	55.8%/44.2%
800 Fixed Charges - Health Service	7,596.54	4,238.87	3,357.67	55.8%/44.2%
TOTAL	513,330.22	290,536.55	222,793.67	

APPROPRIATIONS 1977-78

110 Permanent Salaries	410,735.00	225,494.00	185,241.00	54.9%/45.1%
200 Contractual Services	19,400.00	10,515.00	8,885.00	54.2%/45.8%
300 Materials and Supplies	5,890.00	3,298.00	2,592.00	56%/44%
800 Fixed Charges - Rent	34,250.00	17,125.00	17,125.00	50%/50%
800 Fixed Charges - Retirement	75,975.00	41,710.00	34,265.00	54.9%/45.1%
800 Fixed Charges - Social Security	19,178.00	10,529.00	8,649.00	54.9%/45.1%
800 Fixed Charges - Health Service	9,762.00	5,359.00	4,403.00	54.9%/45.1%
900 Maintenance of Auto	800.00	400.00	400.00	50%/50%
TOTAL	575,990.00	314,430.00	261,560.00	

BREAKDOWN OF
ACTUAL RECEIPTS
1976-1977

PUBLIC ADMINISTRATOR	\$317,586.16
PUBLIC GUARDIAN	<u>111,230.57</u>
TOTAL ACTUAL RECEIPTS	<u><u>\$428,816.73</u></u>

TAX COLLECTOR
1976-1977 ANNUAL REPORT

The Tax Collector has the responsibility of administering the collection of all taxes, licenses and other fees and delinquent revenues due the City and County. His work must be coordinated with other City and County officials and agencies, State authorities, the Board of Supervisors and other tax administrators and policy bodies.

The office of the Tax Collector consists of seven operating divisions; these are: Real Estate, License, Business Taxes (including Payroll Expense, Gross Receipts, Utility Users, Parking and Stadium Operator Taxes), Investigation, Parking Meter, Cashiering and Delinquent Revenue. More detailed description of the functions of each division is in the body of this report. Total permanent staff is 136 employees assisted by five CETA positions. All seven divisions are revenue producing and depend upon the initiative and dedication of their employees to bring in maximum income to the City and County of San Francisco. During the fiscal year 1976-1977 we collected a total of \$507,756,225 plus another \$719,486 that was collected by other jurisdictions and transmitted to be credited to this office. This was an increase of \$60,424,786.

Personnel, Administration, Efficiency and Planning

The past fiscal year showed no major changes in key staff positions. Clerical positions were adversely affected due to the mandatory salary savings. Additional manual operations in the License Division and Real Estate Division have been automated. A microfiche system was initiated in the Business Taxes Division and will be expanded in the next fiscal year.

In a continuing study and updating of office procedures, work flow, forms and reports, we have made several changes and are contemplating others. To reduce the time required to deposit secured tax payments a new real property tax system was proposed and adopted. The new system was designed to be implemented at minimum cost yet bring about maximum return to the City and County. One of the advantages of the new system was that it did not require any additional personnel. However, expenditures were necessary to purchase modern equipment and for data processing programming. The major features of the new system are: a microfiche roll instead of a paper roll, tape to tape payments by Cortac agents, and utilization of two shifts for processing payments. The latter two features were successfully implemented in fiscal year 1976-1977. The microfiche system is scheduled for implementation in fiscal year 1977-1978.

Cost control reporting has been further expanded to include forecasting of necessary expenditure levels, the effect of seasonal variations, and other mandatory requirements as they relate to temporary salaries, salary savings, contractual services, and materials and supplies. We have expanded our program

of shifting and training employees to work interdivisionally during seasonal peak workloads when they occur. However, mandatory salary savings has caused a delay in filling requisitions creating a negative impact on implementation of these changes and on our ability to produce maximum revenue.

A second attorney is desperately needed in our Legal Division to assist in handling the additional workload brought about by the imposition of additional delinquent accounts that need legal processing in anticipation of judicial review. There are many important claims that cannot now be effectively pursued because our one attorney simply is not able to handle the present caseload. The additional revenues produced by a second attorney would by far exceed the additional expenses involved.

We intend to present to the Mayor and Board of Supervisors some of the gross problems faced by the Delinquent Revenue Division which are caused by other departments taking on new responsibilities and ultimately submitting billings to our office for collection after they become delinquent. For instance, this office has had to assume the responsibility of collecting over 5,000 sewer service charge accounts and recently has been asked by the Department of Social Services to collect monies which have not been repaid by recipients of their emergency revolving fund. These are just two of the many instances that have occurred over the years which generated additional responsibilities for the Division of Delinquent Revenue without any additional staff being supplied to perform the work needed to collect these revenues. As a result, we are not able to process as many cases as we otherwise should, thereby losing money for the City.

Our major objective for fiscal year 1977-1978 is completion of the implementation of our new real property tax system and mechanization and modernization of our unsecured tax system. A study of our unsecured tax system has been completed. A detailed recommendation will be formulated pinpointing the cost of implementing and the benefits to be derived from a new unsecured tax system.

List of Collections

The following is a table of collections for the various divisions for 1976-77 as compared with 1975-76:

	<u>1975-1976</u>	<u>1976-1977</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$303,073,572	\$352,859,762
Unsec. Personal Prop. Taxes	35,901,024	36,657,735
Uniform Sales & Purchase Tax	40,123,967	43,013,319
Parking Meters	2,319,760	2,449,623
Delinquent Revenue	1,114,159	1,250,847
Licenses	10,542,871	12,017,896
Business Taxes	51,427,364	56,336,607
Miscellaneous	183,412	17,959
Tax Redemption	3,359,796	3,871,963
	<u>\$448,045,925</u>	<u>\$508,475,711</u>
	=====	=====

Real Estate Division

With the assistance of three viewers and one IBM printer, we continue to serve the public on a higher level than previous years. We respond to inquiries for payment of taxes, property location, assessed valuations, tax bill mailing addresses, etc.

However, because many lending agencies and real estate firms have greatly increased their information demands, we have had to resort to requesting they either search the records in our office themselves or send in written requests. Our present phone situation is such that the public usually must endure long waits to get through for lack of phone equipment and personnel. We have had a few complaints, but on the whole there has been a general acceptance of our problem.

The workload of this Division has increased due to several City Departments now referring their delinquent accounts to the Board of Supervisors with requests for enabling ordinances to convert these accounts into special assessments. These include the Department of Public Health's refuse collection charges; the Public Utilities Commission's water service charges; and the Department of Public Works' sidewalk repair, demolition and underground electrical charges. A new ordinance has been enacted concerning liens resulting from unpaid water service, sewer service, and industrial waste recovery charges. This will add to our workload but we cannot now predict to what extent.

Additionally, we receive a substantial volume of escaped assessments and deletion of homeowners' and/or veterans' exemptions from the Assessor's Office requiring submission of corrected tax bills and collection of underpayments.

Unabated escalation of real estate market values results in the continued inundation of the Assessment Appeals Board. Last year several thousand reductions were granted, necessitating tax roll corrections and refunds of overpayments. This caused a tremendous clerical workload increase in checking the viewer to determine who made payment, amount of refund due, and certification of this information to the Controller for proper refunds.

To expedite the deposit and later reconciliation of tax payments received, we established a crash program consisting of a night crew for a short period of time. We accomplished almost total collection of all receipts within five days of their arrival in this office. We also instituted a tape method of collection for two of our major accounts: Realty Tax Service and Transamerica Tax Service. Some \$11 million each installment are now immediately deposited by sending these companies' payment tapes directly to EDP without first reconciling them. We do not have to issue receipts and we then make whatever adjustments are necessary to collect under-payments or refund over-payments. This system has proved very satisfactory in cutting down appreciably the workload in our Cashier's Division.

San Francisco's real estate tax delinquency rate is consistently one of the State's lowest. The following table shows delinquencies for 1976-77 compared with 1975-1976:

				Real Property Taxes	Unsecured Property Taxes
Amount delinquent	6/30/77		\$3,873,732.00	\$2,727,369.00*
Amount delinquent	6/30/76		\$3,708,582.00	\$1,254,786.00
% delinquent	6/30/77		1.09	3.732 *
% delinquent	6/30/76		1.214	3.372

* Of this amount \$1,271,181 is under litigation -- a portion is authorized for payment over a three-year period.

Tax Redemption Bureau

This office serves real estate taxpayers whose taxes have become delinquent after June 30th of every fiscal year, by reminding them of their tax delinquencies through correspondence and by phone.

Informs representatives of Title Companies, Banks, Mortgage Companies, Tax Service, etc. about redemption amounts and current tax liability standing of certain properties upon request.

Lists properties sold to state and deeded to state for publication in compliance with the property tax laws of California.

Currently managed by a Senior Accountant and an Accountant, with occasional helper assigned during peak months of July, August, November, December, April and June.

Total amount of delinquent taxes for the fiscal year 1975-1976 is \$3,708,482. compared to \$2,994,385 for 1974-1975, an increase of \$714,097. or 23%.

Collections in 1976-1977 were \$2,270,226. for 1975-1976 delinquencies as compared to 1975-1976 of \$1,712,907. for 1974-1975, an increase of 32% or \$557,319.

June 30, 1977 Sold to State parcels were 2308, an increase of 14 parcels from last year. Total Deeded to State July 8, 1977, is 35 parcels, increase of 3 parcels from July 1976.

Additional revenues in the form of redemption penalties amounts to \$410,812.00 for 1976-1977 against \$340,199.00 in 1975-1976, an increase of \$70,613.00 or 21%.

Collections in 1976-1977 by Fiscal Years

<u>Fiscal Year</u>	<u>Taxes</u>	<u>Delinquent Penalty</u>	<u>Cost</u>	<u>Redemption Fee</u>	<u>Redemption Penalty</u>	<u>TOTAL</u>
63-64	19.	1.	3.	2.	557.	582.
64-65	39.	2.	3.	-	-	44.
65-66	53.	3.	6.	2.	418.	482.
66-67	1,848.	111.	15.	5.	3,383.	5,362.
67-68	8,848.	531.	57.	22.	14,259.	23,717.
68-69	34,257.	2,055.	93.	28.	52,571.	89,004.
69-70	53,754.	3,225.	150.	42.	21,200.	78,371.
70-71	72,417.	4,344.	225.	60.	30,483.	107,529.
71-72	126,984.	7,618.	411.	130.	57,292.	192,435.
72-73	134,900.	8,093.	486.	134.	48,215.	191,838.
73-74	177,737.	10,653.	570.	154.	55,367.	244,486.
74-75	420,573.	25,230.	1,356.	616.	57,435.	505,210.
75-76	2,270,227.	129,865	5,765.	3,180.	69,629.	2,478,666.
	<u>\$3,301,666.</u>	<u>\$191,736.</u>	<u>\$9,140.</u>	<u>\$4,375.</u>	<u>\$410,809.</u>	<u>3,917,726.</u>
	=====	=====	=====	=====	=====	=====

Collections in 1976-1977 by Months

<u>Months</u>	<u>Taxes</u>	<u>Delinquent Penalty</u>	<u>Cost</u>	<u>Redemption Fee</u>	<u>Redemption Penalty</u>	<u>TOTAL</u>
July	356,534.	21,374.	831.	479.	11,969.	391,187.
August	310,150.	18,578.	1,158.	674.	12,570.	343,130.
Sept.	317,370.	19,037.	877.	505.	17,701.	355,490.
Oct.	511,086.	31,863.	978.	544.	46,552.	611,023.
Nov.	330,423.	18,944.	751.	372.	63,017.	413,507.
Dec.	263,833.	15,537.	935.	440.	34,627.	315,372.
Jan. 77	238,700.	14,305.	697.	270.	29,880.	283,852.
Feb.	119,790.	7,186.	414.	193.	16,527.	144,110.
Mar.	321,537.	14,184.	535.	237.	51,061.	387,554.
Apr.	149,321.	8,957.	816.	265.	34,942.	194,301.
May	146,579.	8,793.	480.	176.	34,062.	190,090.
June	216,342.	12,979.	665.	220.	57,906.	288,112.
Totals:	<u>\$3,301,665</u>	<u>\$191,737.</u>	<u>\$9,137.</u>	<u>\$4,375.</u>	<u>\$410,814.</u>	<u>\$3,917,728.</u>
	=====	=====	=====	=====	=====	=====

License Division

For the fiscal year 1976-77, the License Division showed an increase in gross receipts of \$1,464,885. This can mostly be attributed to an increase in the collection of the Hotel Tax. Most business licenses in San Francisco are regulatory in nature and the fees are collected to help defray the cost of inspection by the Departments of Public Works, Police, Fire and Public Health. Street Artist Licenses are no longer collected by this Division and bicycle licenses were abandoned after having collected them for about two weeks. In spite of this, fees increased slightly.

	1975-76		1976-77	
	Number	Amounts	Number	Amounts
General Business	22,872	\$ 792,021.	25,010	\$ 774,988.
Vehicles	277	36,643.	341	39,159.
Bicycles	3,698	1,849.	557	272.
Inspection Fees	2,026	150,064.	1,979	146,350.
Miscellaneous	3,868	20,790.	4,058	23,044.
Dogs	33,058	150,042.	31,521	223,364.
Duplicate Dogs	368	368	353	353.
Curb Painting	23	1,909.	21	1,107.
Food Prep. & Svc.	3,911	408,828.	3,881	404,732.
Taxicab Permits	188	38,375.	85	15,375.
Taxicab Transfers	5	5,000.	23	23,000.
Limousine Transfers	1	750.	5	3,750.
D.P.W. Surcharge	15,725	38,176.	16,596	37,338.
Street Artist	789	15,840.	-	-
Sub-Total:	86,802	\$1,660,655.	84,430	\$1,692,832.
Hotel Tax	1,559	8,887,877.	2,136	10,320,586.
Grand Total:	88,361	\$10,548,532.	86,566	\$12,013,418.
	=====	=====	=====	=====

Hotel Room Tax Unit

Although a separate budget item, the Hotel Transient Tax, as shown earlier, is collected by the License Division. Each quarterly amount represents the tax collected by the hotels between the dates specified. There has been no appreciable increase in the number of hotels in San Francisco so it must be assumed that the increase in fees collected must be due to increased rates charged by the hotels.

Quarters	1975-76	1976-77
July 1 - September 30 ...	\$2,081,515.	\$ 2,456,772.
October 1 - December 31 ...	2,564,527.	3,033,656.
January 1 - March 31 ...	2,207,461.	2,513,627.
April 1 - June 30 ...	2,034,374.	2,316,531.
	\$8,887,877.	\$10,320,586.
	=====	=====

Business Taxes Division

The Business Taxes Division is responsible for the administration of the Business Tax, Payroll Expense Tax, Utility Users Tax and Stadium Operator Admission Tax. This division consists of approximately 45 employees under the supervision of the Chief Auditor.

The Business Tax is a tax on gross receipts generated from business activities occurred in San Francisco. The tax ordinance was enacted in 1968. The Payroll Expense Tax Ordinance was enacted in 1970. It imposes a tax on the payroll expenses of persons doing business in San Francisco. The taxpayer is required to file an annual statement containing the calculations of the Business and Payroll Expense Taxes. However, the taxpayer is required to pay only the higher of the two taxes.

The Parking Tax is imposed on the occupant of a parking space in a parking station. The Utility Users Tax is on the users of gas, electricity, steam, water and telephone. The Stadium Operator Admission is on the operator of athletic contests, exhibitions, and other special events in a stadium.

The following is a tabulation showing the collections of the various taxes by the Business Taxes Division during fiscal years 1975-1976 and 1976-1977:

	<u>1975-76</u>	<u>1976-77</u>
Business Tax	\$ 4,322,283.	\$ 4,736,908.
Payroll Expense Tax	30,325,972.	32,656,831.
Sub-Total:	<u>\$34,648,255.</u>	<u>\$37,393,739.</u>
Parking Tax	\$ 3,160,141.	\$ 4,086,643.
Utility Users Tax	12,039,074.	14,539,930.
Stadium Admission Tax	429,267.	265,922.
Total Collections:	<u>\$50,276,737.</u> =====	<u>\$56,286,234.</u> =====

The Business Taxes Division has an audit staff consisting of approximately 25 members. The primary duty of the Audit Staff is to audit the accounting records of business firms in connection with the various taxes described in the foregoing paragraphs.

The following is a summary of the audit program performed during the fiscal years 1975-1976 and 1976-1977:

	<u>1975-76</u>	<u>1976-77</u>
Audits completed		
Regular Audits	1,033	1,330
Inspection Audits	2,743	851
Tax Deficiencies Billed	\$661,438	\$1,267,975
Tax Deficiencies Collected	\$492,056	\$ 877,065

Investigation Division

The Investigation Division operates in a staff capacity providing field services to the Division of Delinquent Revenue, Business Tax Division and the License Division.

The main function of the Division is to conduct field investigations pertinent to effecting compliance to the terms of the various Tax and License Ordinances and payment of Delinquent Revenue referrals from other City and County Departments.

When necessary, legal actions are instituted and filed in either Small Claims Court, Municipal or Superior Courts to obtain payment of Delinquent Revenue and Business Tax Accounts. Violations of the Municipal License codes may be referred to the Office of the District Attorney for action.

	<u>1975-76</u>	<u>1976-77</u>
Cases filed and instituted:		
. Small Claims Court	434	454
. Municipal/Superior Courts	159	104
Number of accounts open during year	16,812	16,134
Number of accounts received during year ...	<u>12,865</u>	<u>13,817</u>
Sub-Total:	29,677	29,951
Number of accounts closed during year	13,543	11,134
Number of accounts on hand by 6-30-77	16,134	18,817

Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 15,659 parking meters in San Francisco. 5,283 of these meters have the twenty-five cents head and 10,376 meters retain the older ten cents head. Fifteen Parking Meter Collectors and two Supervisors, one inside and one outside are used in the operation. Ten men in five van trucks collect the monies and wind the springs of about 5,155 parking meters daily, while five men in the office process the coins.

Distribution of meters in on street and off street lots is as follows:

. Street Meters	14,849
. Meters in twenty off street lots throughout the City	<u>810</u>
	15,659
	=====

The total revenue received from Parking Meter Collections for the fiscal year 1976-77 was \$2,449,623.39 derived from 249 collection days.

Coin collection breakdown by denominations is shown on the table below:

<u>Denominations</u>	<u>Quantities</u>	<u>Amount</u>
1¢	23,453,628	\$ 234,536.
5¢	11,876,458	593,823.
10¢	10,069,163	1,006,917.
25¢	2,453,457	613,364.
	<u>47,852,706</u>	<u>\$2,448,640.</u>
	=====	=====

For fiscal year 1976-77 total weight of coin handled was 357,780 pounds. Included in this total weight were 1,452 pounds of mutilated coins, plugs, can rings and foreign coins. It is to be noted that the problem of improper meter deposits has not abated at all during this period. The various foreign coins were salvaged and sold for U.S. dollars as listed below:

. Canadian coin	\$554.
. Foreign coin	<u>430.</u>
Total salvage (included in revenue above):	\$984.
	=====

The projected anticipated revenue of \$2,500,000 fell short by \$51,000 due principally to two factors:

1. Erratic maintenance of parking meter mechanism by the Department of Electricity caused by personnel shortages during the year. This downtime for meters not working stops revenue collection and is the more serious of the two reasons for not making our projected revenue estimate.
2. At wide intervals during the year extensive vandalism was done to the Duncan hand winding meters. During some of these occurrences 100 meters at a time were broken into to take the coins. Over the past year many hundred of these break ins occurred. The newer Rockwell Safe-guard and Rockwell Regular heads are more difficult to smash apart and very little vandalism has occurred to date.

Cashier's Division

The Cashier's Division collected \$507,756.225. for taxes and revenues for the fiscal year 1976-1977.

Parking Tax and Utility Users Tax collected by other departments totaled \$719,486 making a total collection of \$508,475,711 for the year.

A comparison of receipts shows an increase of \$60,429,787. over last year.

Collections of the Real Estate Tax were completed in record time by a competent and diligent permanent staff and a qualified supplemental staff.

Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County. The amount credited to San Francisco for fiscal year 1976-77 was \$34,414,599.

Beginning in September, 1972, half of one percent was collected in taxes from the Uniform Sales and Purchase Tax and re-mitted to the San Francisco Bay Area Rapid Transit District. For fiscal year 1976-77, this amount was \$8,598,720.

Delinquent Revenue Division

The Delinquent Revenue Division was created in 1935 for the purpose of setting up a central bureau for the collection of all delinquent revenues and delinquent accounts receivable of all departments and offices of the City and County. In addition, this division collects all personal property tax bills both current and delinquent.

A total of 5,920 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County departments during 1976-1977.

The administration of this division has been aided by the filling of the long vacant position of assistant supervisor. This has been reflected in a nearly 25% increase in hospital collections, which account for the bulk of delinquent revenue.

A decline in the number of cases being taken to the Small Claims Court is the result of a limitation imposed by the State in the use of this court.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1976-1977 showing a comparison with 1975-76.

	<u>1975-76</u>	<u>1976-77</u>
Number of Personal Property Tax Bills	36,655.	36,753.

Collections

. Personal Property Tax	\$35,901,024.	\$36,657,735.
. Prior Years Delinquent Tax	498,706.	716,223.
. Tax Bills in Advance of Next Year	451,461.	562,261.
. Number of Public Health Delinq. Accts.	1,735.	2,531
. Collections, Public Health Dept.	\$ 350,633.	\$ 431,456.
. Number of Public Works Delinq. Accts.	2,457	1,772
. Collections, Public Works Dept.	\$ 28,495.	\$ 25,010.
. Total Collections, All City Depts.	\$ 615,465.	\$ 542,254.
. Total Amounts Collected Property Tax and Delinquent City Accounts	\$37,466,656.	\$38,478,474.

As part of collection enforcement procedures, 510 court actions were instituted in 1976-77. Of this total, 476 were filed in Small Claims Court and 34 in Superior and Municipal Courts.

Legal Division for Fiscal Year 1976-1977

Bureau of Delinquent Revenue:

. Number of complaints filed	34
. Number of Abstracts of Judgments recorded	19
. Total number of cases	53

Dollar Recovery:	\$195,456.00
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Business Taxes:

. Number of complaints filed	104
. Number of Abstracts of Judgments recorded	30
. Total number of cases	134

Dollar Recovery	\$138,046.00
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Grand Total:	\$333,502.00
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Comparison of Expenditures other than Personal Services

	1976 - 1977	
	Budget	Actual
	<u>Appropriation</u>	<u>Expenditures</u>
261 Tax Collector-General Office		
200 Contractual Services	\$ 149,559.	\$ 149,391.
300 Material & Supplies	42,520.	42,391.
400 Equipment	34,902.	33,862.
800 Fixed Charges	55.	25.
900 Services other Departments	86,762.	86,762.
Total:	<u>\$ 313,798.</u>	<u>\$ 312,502.</u>
263 Hotel Tax		
200 Contractual Service	\$ 1,000.	\$ 1,000.
300 Materials and Supplies	600.	592.
Total:	<u>\$ 1,600.</u>	<u>\$ 1,592.</u>

Comparison of Estimated Revenue with Actual Collections

	<u>Revenue Estimated</u>	<u>Actual Collections</u>
Taxes other than General Property:		
2250 Gross Receipts - Business Taxes	\$ 4,500,000.	\$ 4,737,995.
2350 Admission Tax, Stadium Operator	-	265,922.
2400 Hotel Room Tax	9,000,000.	10,319,392.
2600 Parking Tax	3,100,000.	4,102,060.
2700 Utility Users Tax	13,000,000.	14,574,120.
2800 Employer's Payroll Tax	30,000,000.	32,656,510.
Licenses:		
3001 Public Passenger Vehicle License	\$ 38,000.	\$ 39,159.
3020 Other Vehicle Licenses	1,500.	3,750.
3025 Bicycle License	2,000.	272.
3101 Foods & Beverages	150,000.	144,782.
3103 Eating Places	370,000.	397,612.
3300 Taxicab Permit & Transfer Fees	25,000.	38,375.
3790 Other Business License	825,000.	774,989.
3860 Drivers & Agents Badges & Tags	15,000.	22,522.
Fines Forfeits & Penalties:		
4501D Penalties other than Delinquent Taxes:	25,000.	18,436.
Service Charges for Current Services:		
7044 Curb Space Painting	1,200.	1,107.
7045 Tax Collector's Miscellaneous	43,000.	42,244.
7400 Sewer Service Charges	5,800,000.	5,438,972.
7652 Sonoma Home Collections	225.	250.
3991 Dog License	255,000.	223,813.
7046 Parking Meter Collections	2,438,000.	2,449,623.
2500 Retail Sales Tax	33,000,000.	34,414,599.
Grand Total:	<u>\$102,588,925.</u>	<u>\$110,666,504.</u>

RECORDS CENTER

1976-77

The City and County Records Center was established in 1951 by ordinance of the Board of Supervisors to provide for the safe and orderly storage of older records, both hard copy and microfilm.

Hard copy (paper) records are stored at 2690 Geary Street, San Francisco, under provisions of a contractual arrangement with Bekins Archival Services. Payment is according to a schedule of unit rates, including for example 9¢ per month per cubic foot for storage and 60¢ for each reference to records in storage. The volume of stored records is 35,500 cubic feet.

Microfilm records are stored at two underground locations, one near Felton, Ca., and the other near Tahoe City, Ca. Total volume of stored microfilm is 210 cubic feet.

Objectives for 1977-78 include:

1. Develop a proposed schedule of fees whereby user departments would reimburse the Records Center for services provided.

2. Republish and distribute to user departments the handbook which covers procedures for placing records in storage as well as how to refer to such stored records.

3. Republish and update the compilation of laws governing retention and destruction of records. These are extracted from the Charter, ordinances and State codes, and indexed for easy reference according to types of records.

4. In conjunction with the City Attorney, develop a records retention schedule for each department. Such a schedule, when approved by the Board of Supervisors, would provide for the systematic and automatic destruction of records, whether in the department or at the Records Center, when specified conditions are met. In most cases the only condition would be the age of the record; in some others certain approvals would be required.

5. Study the need for revisions to the records section of the Administrative Code (Chapter 8), and recommend any desirable changes.

RECORDS PRESERVATION OFFICER

1976-77

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

The three recommended methods for preserving essential records are:

MICROFILM -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

DISPERSAL -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

OFFICE VAULT -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels.

ANNUAL REPORT

COUNTY CLERK

1976 - 1977

The County Clerk's Office is the ministerial arm and record-keeper for the Superior Court. There are twenty-six (26) judges, six (6) court commissioners and four (4) assistant court commissioners on the Superior Court staff. In addition to those duties involving the Court, the County Clerk is also responsible for maintaining records for Corporations, Partnerships, Fictitious Business Names, Notaries Public and the operation of a Marriage License Bureau.

In addition to the Main Office located on the third floor at City Hall, branch offices are located at the Hall of Justice, the Youth Guidance Center and at San Francisco General Hospital.

During this fiscal year Civil Service examinations were again requested because of position turnovers and the subsequent exhausting of the Civil Service lists adopted in 1976 for the classes of Courtroom Clerks, Law Clerks and Legal Process Clerks. Employees should be reporting before the end of 1977 to fill the present vacancies in these classes.

Budget requests made during this fiscal year will result in indexing procedures by EDP for all new civil and probate cases at City Hall. Revenue to accomplish this change was sponsored by our office and successfully passed through the California Legislature (SB507, Chapter 225). The legislation provides an additional \$2.50 charge will be added to most filing fees in civil and probate actions and will result in \$50,000 additional revenue per year. The effective date for this change is January 1, 1978.

Future improvements will involve placing Register of Actions entries on computers thus eliminating handwritten entries.

The following pages will indicate the detailed operations of the various divisions of the County Clerk's Office. The major category of Civil Actions continues to show increased volume over prior years. Part of this can be attributed to increased activity by the District Attorney's Family Support Bureau which has increased its filings by nearly 100% over the

previous year (from 1104 to 2153). This increase affects other operations of our department, including requests for defaults to be entered, court hearings, issuance of writs and abstracts, all of which will be monitored to determine what additional personnel may be necessary in our future operations to cope with these increases.

Overall workload is again increased in all major categories and is reflected in the three (3) year summary and detailed breakdown which follows:

<u>3 Year Summary Comparison</u>	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Superior Court Proceedings			
Civil Actions and Petitions	15,284	16,313	17,254
Probate Petitions	3,511	3,239	3,369
Criminal Actions	2,065	2,643	2,638
Juv.Ptns.No. of Children	1,820	1,588	2,355
Mental Health Petitions	934	1,035	1,051
Appeals to Superior Court	473	545	724
Marriage Licenses Issued	6,251	5,881	5,969

CASHIER'S DIVISION

Revenue from fees totalled \$901,443 out of total fiscal operations involving over \$5½ million.

<u>County Clerk Fees</u>	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Probate Division	\$ 128,311	\$ 135,959	\$ 142,390
General Division	364,127	429,145	447,631
Civil Division	129,818	183,066	199,726*
Marriage License Bureau	37,506	14,703	14,923**
Professional Registrations	292	70	52
Juvenile Court Traffic Fines	12,455	9,986	9,871
Criminal Div.Fines&Forfeitures	116,417	61,621	54,250
Civil Div.Fines & Forfeitures	- - -	34,791	32,600
Total Office Fees	<u>\$ 788,926</u>	<u>\$ 869,341</u>	<u>\$ 901,443</u>

*Includes fees for Clerk's Transcripts

**Does not include Recorder's fees @\$2.50 and State Vital Statistics fees @\$1.00 for each license issued.

Law Library Fees and Collections for Other Departments

Law Library Fees	\$ 148,687	\$ 164,637	\$ 176,617
Peace Officers Training Fund	1,519	698	- - -
Drivers' Training Assessment	- - -	- - -	4,030
Sup.Court Reporters' Salary Fund	264,435	270,794	265,050
Judges' Retirement Fund	- - -	90,523	88,707
Total Collections for Other Departments	<u>\$ 414,641</u>	<u>\$ 526,652</u>	<u>\$ 534,404</u>

Trust Fund Deposits

Civil Crt.Deposits & Jury Fees	\$2,504,721	\$5,656,056	\$4,282,875
Criminal Bail Deposits			
Cash and Bonds	<u>122,947</u>	<u>113,703</u>	<u>117,024</u>
Total Trust Fund Money Collect.	<u>\$2,627,668</u>	<u>\$5,769,759</u>	<u>\$4,399,899</u>

GRAND TOTAL - ALL AMOUNTS

(Fees - Collections - Trust)	<u>\$3,831,235</u>	<u>\$7,165,752</u>	<u>\$5,835,746</u>
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GENERAL DIVISION

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Civil Actions	15,284	16,313	17,254
Adoptions	207	186	190
Certificates of Incorporation	1,177	1,340	1,096
Cts. of co-partnership & Fictitious Names	3,353	4,147	6,852
Official and Notarial Bonds	1,444	1,420	1,763
Oaths of Office	640	624	438

The following is a classification by character of Civil Actions filed:

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Personal Injury Cases			
by Motor Vehicles	3,487	3,469	3,277
Others	2,049	2,027	1,953
Dissolution	4,485	4,406	4,334
Nullity (Annulment)	125	132	118
Separate Maintenance	83	102	113
All Other Actions	<u>5,055</u>	<u>6,177</u>	<u>7,459</u>
TOTALS	<u>15,284</u>	<u>16,313</u>	<u>17,254</u>

CIVIL DIVISION

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Disposition of Civil Actions:			
Judgments by Jury on Verdict	266	233	215
Judgments Misc. after Court Hearings	3,665	3,598	2,689
Judgments on Default	81	58	55
Dismissals by Parties	5,649	5,116	6,214
Separate Maintenance Judgments Granted	11	12	19
Nullities of Marriage Granted	161	118	136
Interloc. Decrees of Dissolution	3,444	3,297	3,667
Final Decrees of Dissolution Granted	3,405	3,191	3,508
Transferred to Other Jurisdictions	280	246	282
Appeals to District and Supreme Courts from Superior Court	322	444	415
Appeals Disposed of:			
Affirmed	94	108	135
Modified	1	0	7
Reversed	34	38	29
Dismissed	53	57	60

PROBATE DIVISION

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Probate Proceedings Filed:			
Testate	1,951	1,834	1,874
Intestate	964	844	826
Missing Persons	0	1	0
Guardianship Proceedings Filed:			
Minor	89	169	161
Incompetent	141	109	134
Conservator	366	366	374
Letters Issued:			
Testamentary	1,783	1,726	1,700
Administration	736	535	526
Administration with Will Annexed	207	194	247
Special	125	94	95
Guardianship	254	293	321
Conservator	380	387	423

CRIMINAL DIVISION

Headquarters for the Criminal Division is the Hall of Justice where four courts are assigned to try criminal cases. Because of the need to bring these cases to trial promptly, there are presently four additional courts assigned to try criminal cases at the City Hall. This causes problems in transporting daily minutes from City Hall to be entered in the computer at the Hall of Justice. Exhibits must also be transported between the two facilities, an unsatisfactory arrangement at best.

Statistics below are based on Number of Defendants:

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
New Actions Filed	2,065	2,288	2,356
Informations	1,561	1,995	1,929
Indictments	81	70	61
Certified from Municipal Court for Judgment	259	158	244
Certified from Municipal Court for Hearing on Sexual Psychopathy	5	3	0
Petition for Certificate of Rehabilitation and Pardon	19	7	12
Certified from Municipal Court for hearing on Mental Competency	81	20	12
Certified from Municipal Court to determine Narcotic Addition	9	8	1
Petition for Writ of Habeas Corpus	50	27	97

Criminal Division cont'd.

1974 - 75 1975 - 76 1976 - 77

Disposition of Cases

Convicted after pleas of Nolo-Contendore	6	20	53
Convicted after pleas of Guilty	1,685	1,798	2,248
Convicted after Court Trial	314	1*	13
Convicted after Jury Trial	74	143	156
Dismissed	349	634	639
Transferred to Other Jurisdictions	3	0	2
Acquitted after Court Trial	0	0	0
Acquitted after Jury Trial	13	15	21
Sentenced to County Jail	21	50	49
Sentenced to State Prison	349	393	630
Sentenced by Fines	0	2	1
Committed to Youth Authority	58	69	84
Committed as Sexual Psychopaths	5	11	4
Committed as Insane	80	67	40
Probation Granted (including conditional probation)	1,374	1,224	1,552
Certificate of Rehabilitation and Pardon Granted	4	10	6
Committed Re: Narcotic Addition	148	248	208

*Decrease not actual - reporting corrected.

Appeals to State Appellate Court

Pending at beginning of year	176	128	45
Filed during the year	151	186	203

Disposition of Appeals

Affirmed	113	87	103
Reversed	9	8	9
Dismissed	33	28	28
Pending	128	188	171
Modified	5	3	6

Coroner's Transcripts Filed	26	0	0
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JUVENILE COURT DIVISION

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Petitions Filed:			
Petitions for Comm.of Dependent Children	450	316	361
Number of Children	548	402	437
Petitions Filed on Delinquent Children	1,820	1,588	2,355
Number of Children	1,820	1,588	2,355
Hearings by Court:			
Detention	132	75	38
Special	759	541	724
Abandonments	46	58	74
Hearings by Referees:*			
Detentions	- -	- -	1,734
Special	- -	- -	2,626
Number of Records Sealed	289	207	245
Juvenile Traffic Hearings:			
Moving Violations Only	4,896	4,571	4,062

*In the past years the hearings by the Court which were reported listed only the hearings conducted by the Judge. The hearings conducted by the Referees were not reported. Since the hearings heard by the Referees constitute the official action of the Juvenile Court the hearings of the Referees are included in the Report for the fiscal year 1976-77, so that the total dispositions of the Juvenile Court might be indicated.

STATE HOSPITAL COURT DIVISION

This Court meets at 2:00 p.m. each Thursday at San Francisco General Hospital, 2450 -22nd Street. The Court Clerk is in attendance from 8:00 a.m. to 5:00 p.m., Monday through Friday.

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Alleged Mentally Disordered Persons:			
Filings	892	984	992
Conservatorships granted	223	180	172
Post-certified (90 days)	0	0	1
Discharged	669	804	819
Intemperance (No drug Petitions):			
Filings	42	50	54
Conservatorships granted	27	21	23
Discharged	15	29	31
Mentally Retarded:			
Filings	0	1	5
Conservatorships granted	0	1	2
Discharged	0	0	3

APPELLATE DIVISION

The Appellate Department of the Superior Court consists of three judges of the Court who are appointed by the Judicial Council. This division sits each Friday morning to hear civil and criminal appeals from the Municipal Court. Appeals from the Small Claims Court are assigned to any of the civil departments of the Superior Court where they are retried from the beginning.

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Civil Appeals from Municipal Court Filed during the Year	70	29	69
Disposition of Appeals:			
Affirmed	30	25	22
Reversed	9	11	9
Dismissed	12	8	13
Rehearings Denied	6	3	4
Under Submission or Pending	2	2	22
Abandoned	0	1	2
Criminal Appeals from Municipal Court Filed during the Year	58	144	94
Disposition of Appeals:			
Affirmed	17	28	35
Reversed	3	11	7
Dismissed	46	86	52
Rehearings Denied	0	2	4
Under Submission or Pending	0	27	9
Abandoned	0	4	0
Appeals from Small Claims Court	362	372	561
Disposition of Small Claims Appeals:			
Affirmed	249	227	335
Reversed	42	49	45
Dismissed	18	15	6
Under Submission or Pending	31	48	175
Abandoned	1	2	2

LICENSE DIVISION

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>
Marriage Licenses Issued	6,251	5,881	5,969
Professional Registrations	146	34	26

COUNTY CLERK

COMPARISON OF EXPENDITURES OTHER THAN PERSONAL SERVICES 1976 - 77

	<u>Appropriation</u>	<u>Expenditure</u>
200 Contractual Services	\$ 39,597*	\$ 37,772
300 Materials and Supplies	22,800*	19,691
400 Equipment	4,680**	4,610
900 Services of Other Departments- EDP	<u>35,960</u>	<u>48,655</u>
TOTAL	<u>\$ 103,037</u>	<u>\$ 110,728</u>

*Include net transfers of \$4,700 from #300 to #200.

**Include transfer of \$2,500 from #400 to #300.

COMPARISON OF ACTUAL REVENUES WITH BUDGET ESTIMATES 1976 - 77

	<u>Budget Estimates</u>	<u>Actual Revenues</u>
3981 Marriage License Fees	\$ 16,000	\$ 14,923
4203 Traffic Fines - Superior Court	13,500	9,871
4301 Other Than Traffic - Superior Ct.	100,000	86,850
7005 Superior Court Fees	660,000	695,239
7006 Court Reporter Fees	265,000	265,050
7030 County Clerk - Miscellaneous	<u>60,000</u>	<u>98,402</u>
TOTAL	<u>\$1,114,500</u>	<u>\$1,170,335</u>

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